

POLICY & PROCEDURES MEMORANDUM

TITLE:	VIOLENCE IN THE WORKPLACE
EFFECTIVE DATE:	June 8, 2012 <i>(*Title Updates 6/8/12; 2/23/05; 3/6/08; Original 9/16/03)</i>
CANCELLATION:	BA-1733.1 (2/23/05)
CATEGORY:	Safety (SF)

POLICY STATEMENT

Employees are Delgado Community College’s most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation that he/she will be able to perform assigned duties in an atmosphere free of threats and assaults. Delgado Community College is committed to a violence-free workplace.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College’s procedures for minimizing and addressing potential violence.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees, students and visitors of the College.

3. **Definitions**

For the purposes of this policy, the following definitions apply:

A. **Assault**

Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. For example: *“I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.”*

B. **Aggravated Assault**

Aggravated assault is an assault committed with a dangerous weapon.

C. **Battery**

Battery is the intentional use of force or violence upon another, or the intentional administration of a poison or other noxious liquid or substance to another.

D. **Aggravated Battery**

Aggravated battery is a battery committed with a dangerous weapon.

E. **Credible Threat**

A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.

F. **Intentional**

Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his/her act or failure to act.

G. **Violence**

Violence is the commission of an assault or battery or the making of a credible threat.

H. **Workplace**

The workplace is any site where an employee is placed for the purpose of completing job assignments.

I. **Violence Prevention**

The implementation of effective security measures, work practices, and a work site analysis for hazard prevention and control to promote a positive, respectful, safe work environment and minimize exposure that could result in harm to employees, students and visitors.

J. **Workplace Violence**

Workplace violence is violence that takes place in the workplace.

K. Confidential Advisor

A [Confidential Advisor](#) is an employee who is trained in handling complaints of workplace violence. While a confidential advisor is trained to deal effectively with workplace violence, incidents, complaints and concerns with seriousness, they are required to [report](#) all complaints of workplace violence through the appropriate channels according to the College's [Violent Incident Reporting Route](#). A Confidential Advisor keeps confidential reports including the identification of parties involved. Such records are not available to anyone except to those who have a legitimate need to know and to the extent required by law. Generally, each campus/site has Confidential Advisors who are employee(s) who have been trained in the handling of workplace violence complaints.

4. The College's Responsibilities

The responsibility of the College is to:

- A. hire, train, supervise and discipline employees;
- B. intervene in situations of harassment in the workplace where the employer is aware of the harassment;
- C. ensure employees and/or independent contractors are fit for duty and do not pose unnecessary risks to others;
- D. provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- E. maintain an adequate level of security;
- F. establish and implement procedures for dealing with violence in the workplace;
- G. provide employee resources on the warning signs of potential for violent behavior and precautions, which may enhance the personal safety of the employee at work;
- H. warn an employee of a credible threat made by another to do harm to that employee;
- I. support the application of sanctions and/or prosecution of offenders as appropriate;

- J. accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- K. cooperate with law enforcement agencies;
- L. establish a uniform [violence reporting](#) system with regular review of submitted reports; and
- M. initiate procedures to protect from retaliation employees who report credible threats; and keep up-to-date records to evaluate the effectiveness of administrative and work practice changes initiated to prevent workplace violence.

5. **The College's Commitment**

Delgado Community College's commitment, which includes the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:

- A. organizational concern for employee emotional and physical safety and health;
- B. commitment to the safety and security of all persons (employees, students and visitors) at the workplace;
- C. assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities;
- D. allocation of authority and resources to all responsible parties;
- E. accountability for involved supervisors and employees;
- F. debriefing/counseling for employees experiencing or witnessing assaults and other violent incidents;
- G. support and implementation of appropriate recommendations from [Confidential Advisors](#); and
- H. treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

6. **Employee/Student Responsibilities**

- A. Employees are required to report to a [Confidential Advisor](#), the Human Resources Office or the Delgado Police Department all threats or incidents of violent behavior at the College that they observe or of which they are informed. Students are required to report to a Confidential Advisor, the Vice Chancellor for Student Affairs (or designee), or the Delgado Police Department all threats or incidents of violent behavior in the workplace that they observe or of which they are informed. Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Examples of inappropriate behavior that must be reported include:
- (1) unwelcome name-calling, obscene language, and other abusive behavior;
 - (2) intimidation through direct or veiled verbal threats;
 - (3) physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, or pushing; and
 - (4) physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking or throwing any object.
- B. The College's [Violent Incident Reporting Route](#) provides a graphic flow chart for reporting incidents of workplace violence.

7. **Cancellation**

This policy and procedures memorandum cancels BA-1733.1, *Violence in the Workplace*, dated June 8, 2012.

Review Process:

Ad Hoc Committee on Workplace Violence Policy 7/15/03
Business and Administrative Affairs Council 8/12/03
Executive Council 9/16/03
Title Updates 3/6/08
Title Updates 2/23/05
Title Updates 6/8/12

Attachments -

[Violent Incident Reporting Route](#)

Distribution:

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