

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

PREVENTION OF WORKPLACE VIOLENCE

In compliance with Schoolcraft College Board Policy 1060, the College will provide, insofar as it reasonably can do so within available resources, a safe environment for students, staff and the public. The College will not tolerate acts of violence committed by or against students, staff or the public while on College property or facilities.

Violence shall be defined as an act or behavior which:

1. is physically assaultive
2. is perceived by a reasonable person as obsessively directed (intensely focused on a grudge, grievance or unwanted interest in another person), and is reasonably likely to result in harm or threats of harm to persons or property
3. consists of communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual
4. would be interpreted by a reasonable person as carrying potential for physical harm to the individual
5. is a behavior or action that a reasonable person would perceive as menacing
6. involves carrying or displaying unauthorized weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening
7. consists of a communicated or reasonably perceived threat to destroy property

Violent actions on College property or facilities, or while on College business, will not be tolerated or ignored. Any unlawful violent actions committed by students, employees, or the public while on College property, or while using College facilities will be prosecuted as appropriate. The College intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect students, staff, and members of the public.

All employees are responsible for helping to maintain a safe workplace by immediately reporting to the Campus Police Department any violent act or threat of violence directed against himself/herself or any co-worker, manager, student, or member of the community while on College property or at College events. The College will investigate all such reports thoroughly and promptly (maintaining confidentiality whenever possible) and will take appropriate action to protect

students, employees and the public. Employees, students and public are expected to cooperate in any investigation.

PROHIBITIONS

Unless otherwise provided, possession and use of dangerous weapons on College property is prohibited. A dangerous weapon is an instrument capable of producing bodily harm in a manner, under circumstances, and at a time and place that manifests an intent to harm or intimidate another person or that warrants alarm for the safety of another person.

All College property is used for instructional purposes, and, therefore, all spaces are considered "classrooms." The carrying of concealed weapons is not permitted unless necessary for instruction or the performance of authorized duty. The Board authorizes and directs the administration to take those steps necessary to fulfill this obligation.

RESPONSIBILITIES

1. Employees, students and public are responsible for refraining from acts of violence and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace. Employees are also required to report any dangerous or threatening situations that occur in the workplace (or may result in workplace violence) to the Department Manager/Supervisor, the Campus Police Department and, where appropriate, the local law enforcement agency.
2. Managers/Supervisors are responsible for assessing situations, making judgments on the appropriate response, responding to reports of or knowledge of violence, and for initiating the investigation process. In addition, where necessary, the supervisor is also responsible for administering appropriate disciplinary action for employee acts of violence.
3. The Campus Police Department staff is responsible for evaluating the physical environment for safety (recommending modifications), and for promptly and appropriately responding to any acts of violence. Where appropriate, the local law enforcement agency should be notified.

PROCEDURES

1. If an act or altercation constitutes an emergency, **Call 911** and then contact the Campus Police Department (extension 4424). In instances that are not emergency situations, contact the Campus Police Department (extension 4424) and report the incident to your supervisor.
2. Without jeopardizing one's safety, separate the parties involved in the violent altercation if possible.

3. The Campus Police Department will coordinate response to the incident, which includes conducting an investigation.

Adopted—Cabinet
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September 14, 2007
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