

## **A Violence-Free Workplace Policy**

The safety and security of San Diego State University faculty, staff, and students are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Threats, threatening behavior, or other acts of violence executed off University owned or leased property but directed at University employees or members of the public while conducting official University business, is in violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this zero-tolerance policy by employees will lead to disciplinary action up to and including dismissal. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from University owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for immediately notifying their appropriate administrator and University Police of violence on University owned or leased property. Employees should also report any behavior they have witnessed which they regard as threatening or violent and is carried out on University owned or leased property or in connection with San Diego State University employment. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on University owned or leased property may be removed from the premises pending the outcome of an investigation.

Each employee who receives a protective or restraining order which lists University owned or leased premises as a protected area is required to provide a copy of such order to University Police.

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### **Reporting Procedures and Resources**

#### **I. Reporting**

Every employee and student is encouraged to report any instance, potential instance, or threat of workplace violence in accordance with the University's Violence-Free Workplace Policy. Managers and supervisors are responsible for responding promptly to allegations of workplace violence.

Any employee who experiences or witnesses violence or threats of violence should:

A. If an emergency, contact University Police 9-1-1, and notify your supervisor.

B. If not an emergency:

1. Inform your immediate supervisor. If the supervisor is unavailable or if the nature of the complaint is such that you do not feel you can discuss it with your supervisor, you may bring your concerns to any one of the following:
  - a. The Department Manager
  - b. Division Vice President
  - c. Director, Center for Human Resources
  - d. University Police
2. Students should contact the Office of the Vice President for Student Affairs or University Police.
3. Other persons should contact University Police by dialing 594-1991. University Police will contact the appropriate campus offices.

#### **II. Investigation**

University Police will coordinate all investigations. University Police maintain confidentiality insofar as it is legal.

The University will respond against any retaliation, retribution, or adverse treatment of individuals who voice concerns, report incidents or who participate in an investigation.

### III. Resources

The University will provide educational and training opportunities on workplace violence and crime prevention to employees and students. All new employees will receive informational materials in employment packets. New students will receive information in orientation packets. Information regarding workplace violence will be linked to the San Diego State University web site.

University Police provide immediate incident response. Other resources that are available after an incident are the Employee Assistance Program (EAP) for employees and Counseling and Psychological Services for students.

#### A. University Police

The primary role of the University Police Department is to provide an immediate response to a crisis in progress, not only by dispatching police officers but also by requesting and coordinating fire department and ambulance responses, if needed. University Police Department personnel will provide physical security for threatened or at-risk persons; enforce applicable laws; and thoroughly document all incidents and actions.

#### B. Employee Assistance Program

Supervisors are encouraged to contact the Director of the Center for Human Resources when employees come forward with concerns about an individual. Employee Assistance Program support will be offered to those impacted by the individual causing concern in the work environment. Unless there is immediate danger, do not discuss the issue with other employees prior to contacting the Director. If danger is imminent, contact University Police immediately.

Most inquiries are confidential, but a “duty to warn” is always adhered to if there is a belief that an identified person is in harm’s way. All parties concerned, including the University Police, will work together to resolve potential problems.

#### C. Student Counseling and Psychological Services

The primary role of Counseling and Psychological Services is to provide counseling services to students who are experiencing emotional difficulties or psychological crisis. However, Counseling and Psychological Services is available to any member of the campus community in a psychological

crisis for the purpose of crisis intervention and referral to the appropriate resources in the community. Additionally, Counseling and Psychological Services routinely provides consultation to any member of the campus community on how to deal with students or others in psychological distress.

If you believe that a student poses a threat of violence, contact the Director of Counseling and Psychological Services or any other counselor at (619) 594-6410. If danger is imminent, contact the University Police immediately. Counseling and Psychological Services has a “duty to warn” in an instance where there is an identified potential victim and Counseling and Psychological Services believes that there is a significant chance of harm to the victim. If you are unsure about a situation, call Counseling and Psychological Services to discuss the issue, assess the situation, and consider alternatives.

#### D. Human Resources

The Center for Human Resources is responsible for assisting in the prevention of violence in the workplace by providing advice and counsel to managers, supervisors, and employees when faced with real or potential threats or situations that have a potential for violence. Human Resources’ role is to assist campus departments in implementing appropriate personnel practices that support and foster the zero-tolerance policy. To accomplish this, Human Resources is available to advise and instruct on subjects such as proper documentation techniques of inappropriate behavior, and interpretation and application of University policies and disciplinary procedures.

Human Resources is responsible for assisting in pre-employment screening and other preventive hiring practices and is the source of information for fitness for duty examinations, leaves of absence, and disciplinary procedures. Human Resources also assists as appropriate in the investigation of threats of violence and addresses related issues of legitimate concern to employees. If employees, supervisors, or managers need assistance in these areas, call the Center for Human Resources at 594-5119.