WORKPLACE VIOLENCE

I. Purpose

This policy is to help establish a safe workplace free from aggressive, threatening, or violent acts. This policy and procedures set out the College’s position on violence and threats of violence and identifies resources and programs to deal with workplace violence.

II. Definitions

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

A. “Workplace” is any environment where College employees conduct officially authorized College business.
B. “Workplace violence” is the deliberate and wrongful violation, damage, harm or abuse of other persons, self or property and includes threats of violence.
C. Acts of violence and threats include, but are not limited to: gestures or communications (written, verbal, electronic, or visual) which a reasonable person would interpret as threatening possible physical harm to persons or property.
D. “Firearms or other dangerous weapons” includes, but are not limited to, any device from which a projectile may be fired by an explosive; any simulated firearm operated by gas or compressed air; slingshot; metal knuckles; any spring blade knife; any knife which opens or is ejected by an outward, downward thrust or movement; any instrument that poses a risk of injury.

III. Policy

The College of Lake County is committed to providing employees with an environment that is safe, secure, and free of workplace violence. It is the intent of the College, through policy, procedures and practices to reduce the potential for workplace violence.

The College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or its property except for law enforcement officers. The use of weapons by College of Lake County Campus Safety Staff is described in Policy 923.1.

Employees shall report workplace violence pursuant to the procedures established in administrative procedures which may be obtained from the Human Resources Office.
III. Record-Keeping
Records of workplace violence incidents will be retained by the College in accordance with the Local Records Act (50 ILCS 205/3 et seq.) and shall be kept confidential to the extent reasonably possible.

II. Confidentiality
Reports made under this Policy will be held in confidence to the extent reasonably possible and investigations under this Policy will be made with the least amount of disclosure needed to effectively carry out the investigation. Individuals making a report of misconduct or who are interviewed in an investigation or persons who are the subject of a report under this Policy are requested to limit their disclosure of information to the administrator investigating the matter, or other necessary persons.

III. Discipline
Individuals accused of workplace violence may be removed from the College premises during the investigation of an incident complaint. Individuals found to have engaged in acts of workplace violence shall be subject to criminal arrest and to disciplinary action by the College up to and including termination of employment.

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College of Lake County Workplace Violence Reporting Procedures

Workplace violence as defined by Policy Number 946 shall be reported and investigated in accordance with the following procedures:

A. Emergency Situations and Those Involving Criminal Activity Procedures:
   1. Notify emergency responders by phoning 911;
   2. Notify the Director of Campus Safety or designee at extension 2081;
   3. Secure work areas where disturbances occurred;
   4. Seek assistance for persons needing care; and
   5. Campus Safety personnel or law enforcement will investigate and interview all persons who may have relevant information and will document the incident.

B. Non-Emergency Incidents Procedures:
   1. Report the incident to the employee’s immediate administrator. If an immediate administrator is unavailable, or if the immediate administrator is the alleged offender, then report the incident to the Director of Human Resources or designee at extension 2215, and the Director of Campus Safety at extension 2081 for investigation and resolution;
   2. Complete an Incident Report form; and
   3. The administrator and complainant shall report the complaint to the Director of Human Resources and Director of Campus Safety to determine appropriate steps for investigation and resolution.

Retaliation:

Retaliation in any form is strictly prohibited by the College of Lake County according to Policy 966. “An employee who is in good faith, reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the college. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the Executive Director of Human Resources or Campus Police Chief.”