

OLYMPIC COLLEGE POLICY

TITLE: Threat Assessment and Violence Prevention Policy

POLICY NUMBER: OCP 200-XX

REFERENCE:

I. Purpose and Goal

Olympic College is committed to providing faculty, staff, and students with an environment that is safe, secure, and free from threats of violence or intimidation. The safety of employees and students is important both to enhance the educational environment that Olympic College strives to provide, and to promote a supportive working atmosphere for faculty and staff. The purpose of this policy is to establish a framework for responding to situations involving serious threats, harassment, or acts of violence against employees and students in order to minimize the probability of dangerous situations.

This policy applies to any acts of violence or threats made on Olympic College property, at Olympic College events, or under other circumstances that may affect Olympic College's ability to operate.

A. Definitions

1. An "act of harassment or abusive behavior" is a threat, obscenity, or other intimidating behavior or action.
2. A "serious threat" is one which would put a reasonable person in fear of harm to him/her self or to another, even in the absence of immediate bodily harm.
3. An "assault or act of violence" is an unwanted touching or physical altercation with another person, with or without the use of a weapon.
4. "Workplace violence" is an act that results in threatened or actual harm to a person or property associated with Olympic College.

B. Behavior in Violation of Policy

Individuals found to engage in behavior in violation of this policy will be subject to corrective action up to and including termination

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or expulsion. Conduct or behavior not tolerated by Olympic College includes;

1. Physical conduct that results in harm to people or property.
2. Acts or threats in any manner made directly or indirectly to intimidate, coerce, or cause fear of harm.
3. Possession of weapons on College property.
4. Intimidating conduct or harassment that disrupts the work environment, educational process, or results in fear for personal safety.

II. Policy Statement

Serious threats or acts of intimidation (i.e. statements or physical acts which put reasonable person in fear of harm to him/her self or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Olympic College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

Application

This policy applies to all situations involving acts of harassment or abusive behavior, assaults, serious threats, or acts of violence engaged in by any guests or volunteers, faculty, staff or students, (full or part time, permanent or temporary), on a campus of Olympic College.

Threat Assessment Team

The Threat Assessment Team (TAT) consisting of the Vice President of Student Services, Vice President of Administrative Services, and the Safety & Security Supervisor will review all reports generated relative to this policy. This core team will draft additional members as warranted; for example, the President, the Director of Human Resource Services, a member of Counseling Services, or Instructional Division Dean. The Threat Assessment Team will seek to recognize and avert violent acts and will provide support services in the event of a traumatic event.

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IV. Reporting

All employees regardless of position with Olympic College shall immediately report acts of violence and/or any serious threats which a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor, Safety & Security, Human Resource Services, or any administrative official.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediate dangerous situation.

A. Prohibition of Retaliation

Olympic College will not tolerate retaliation against employees making good faith reports as provided for in this policy even where the concerns prove ultimately to have been in error.

B. Immediate Action

Nothing in this policy relieves a college employee from taking immediate action when the safety or security of employees, students, or members of the general public is threatened and time is critical. Such action may include calling 911, notification of Safety & Security and/or temporary physical separation of individuals involved. Supervisors receiving reports of acts of violence, serious threats, or concerns about unusual or threatening behavior shall take appropriate steps as soon as possible, including communicating with Safety & Security to reduce or eliminate any threats of immediate danger. A report describing the threatening situation should be forwarded to a member of the TAT as soon as possible.

C. Routine Management

This policy does not replace routine management actions such as counseling, reprimands, or change in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective and the possibility of violence is such that the involvement of others (including law enforcement) may be needed.

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Recommended by

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Approved by President

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OLYMPIC COLLEGE PROCEDURE

TITLE: Threat Assessment and Violence Prevention Procedure

POLICY NUMBER: OCP 200-XX

Reference: 42.56 RCW

I. Initial Action

In the event of serious threats or violence, Threat Assessment Team (TAT) members will review the report, gather additional information as needed, and develop a plan of action which may include directions for specific actions. In the event of an intervention, supervisors, counseling services and law enforcement will be briefed as needed. TAT members and the department head or designee of the affected area will follow up to assure implementation of directions and assure that protective measures are in place as needed. Decisions and actions that directly affect an accused individual will be made in compliance with existing laws and applicable policies and rules of Olympic College.

II. Privacy

Olympic College understands the sensitivity of the information provided and/or alleged in such reports as it pertains to an individual's reputation, right to privacy, and confidentiality. This procedure does not preclude the Washington State Public Records Act (42.56 RCW). Appropriate procedures will be followed to corroborate the accusation and limit the dissemination of reports on a need-to-know basis. Should a report prove to be false, or if actions have been misinterpreted as threats of violence, the continued acceptance of the accused individual is essential. The TAT will balance the safety and security of students and employees against the need for confidentiality of information. When appropriate, legal guidance will be requested.

III. Crisis Management

Should an act of violence occur, the TAT along with a crisis team will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support actions for victims, co-workers and families. An incident in this category might include serious or fatal injuries to one or more campus members in a manner that shocks segments of the campus community for an extended period of time. The

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aforementioned support will be provided until the TAT determines that it is safe to terminate the support.

IV. Reporting

The TAT will provide timely reports to the President and the campus administration. They will also work closely with the Communications Department on the release of information to the college community, news media, and the general public.