

Workplace Violence¹ Prevention Procedure

Process

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the Farmingdale State College community. Workplace violence should promptly be reported to the appropriate campus official (see below). Additionally, all members of the campus community are encouraged to report behavior they reasonably believe poses a potential for workplace in order to maintain a safe working and learning environment.

Reporting Procedures

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the University Police or 911 immediately.
- B. Any person who is the subject of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to University Police.
- C. Employees are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to University Police and
 - 1. if an employee is involved, also notify the supervisor or manager; or
 - 2. if a student is involved, also notify the Dean of Students.
- D. Every threat must be reported.
- E. Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or civil prosecution as appropriate.
- F. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on the campus property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

Employees

- A. All employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including but not limited to the following examples:

¹ For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health's (NIOSH) definition in NYS Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for NYS Public Employers at <http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc>

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Precautions:

- In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with Physical Plant or University Police.
- Never leave money, credit card travel documents or any thing else of value in an unlocked desk or cabinet.
- If something is stolen, report it immediately to University Police.

Indicators²:

- Direct or veiled threats of harm;
 - Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
 - Numerous conflicts with supervisors and other employees;
 - Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
 - Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
 - Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
 - Drug/alcohol abuse; and
 - Extreme changes in behavior.
- B. Employees are expected to notify University Police whenever a protective restraining order is granted which mentions campus property, or involves a Farmingdale State College employee, or a person working at or attending Farmingdale State College, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor.
- C. Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the University Police. Confidentiality will be maintained to the extent possible.
- D. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to their supervisor or University Police immediately.
- E. Any employee or representative of employees who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice. If, following a

² Identified by the FBI's National Center for the Analysis of Violent Crime, Profiling and Behavioral Assessment Unit) in *Dealing with Workplace Violence: A Guide for Agency Planners* by the United States Office of Personnel Management, Workforce Relations, February 1998

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written notice, the matter has not been resolved and the employee or representative still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, the employee or representative should notify the Director of Human Resources and the Threat Assessment Team.

Supervisors

- A. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter “supervisor”) is responsible within his/her area of jurisdiction for the implementation of this policy.
- B. Supervisors are required to contact the University Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- C. Supervisors must report to the University Police any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the University Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceedings.
- D. Every supervisor is obligated to report any knowledge of such conduct to the office of Human Resources immediately. Failure of a supervisor to investigate and initiate appropriate action may result in administrative action including possible discipline.

University Police

- A. University Police is responsible for:
 - responding to;
 - intervening; and
 - documenting³ all incidents of violence in the workplace.
- B. University Police will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate University official of an incident with a student.
- C. University Police will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment.
- D. University Police officers will be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.
- E. When informed, University Police will maintain a record of any Orders of Protection and will provide escort service to members of the college community within its geographical confines,

³ For recordkeeping requirements see NYS Labor Law § 27-a. Safety and health standards for public employees.

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when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police or designee. Only the President, or designee, in his/her absence, can authorize escort service outside of the geographical confines of the college.

Office of Human Resources

- A. The Office of Human Resources (HR) is responsible for:
 - assisting the Chief of Police and supervisors in responding to workplace violence;
 - facilitating appropriate responses to reported incidents of workplace violence;
 - notifying the University Police of workplace violence incidents reported to HR; and
 - consulting with, as necessary, counseling services to secure professional intervention.
- B. The Office of Human Resources is responsible for providing new employees or employees transferred to the University with a copy of the Workplace Violence Policy and Procedure and insuring that employees receive appropriate training pursuant to NYS Labor Law §27b.
- C. The Office of Human Resources will also be responsible for annually disseminating this policy to all employees, as well as posting the policy throughout the campus and on the University's website, as appropriate. Every employee must sign for receipt of this policy and procedure upon publication or at orientation. Signed receipt will be placed in each employee's personnel file.