

# **RULES AFFECTING ALL EMPLOYEES AND STUDENTS**

## **24. INSTITUTIONAL VIOLENCE**

### **I. POLICY**

**A.** Any and all forms of violence, threatening behavior, and/or harassment, which involve or affect any ULV site including any location that could be considered an extension of the workplace. (i.e., official travel, retreat locations, field trips) are prohibited by this policy. This includes threatening behavior, violent actions, and harassment by ULV employees, by employees directed against students, or visitors, and by students, or visitors directed against ULV employees or students. The university will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus and will respond promptly and decisively to violence, threatening behavior, and harassment. The response may include termination of employees or dismissal of students and will include timely involvement of law enforcement agencies, when appropriate. All disciplinary measures taken against students shall be in accordance with the procedures of the ULV Student Affairs judicial system (or the Vice President of Academic Affairs as described in paragraph E.3. below). This policy does not alter any codes of student conduct or procedures or procedures of the ULV judicial system. The university's response may also include removal of third party vendors from campus or termination of contracts with such vendors. Engaging in violence, threatening behavior, and/or harassment is considered a form of employee misconduct.

### **B. Definitions:**

“Violence, threatening behavior, and harassment” include conduct against persons or property that is offensive, intimidating, hostile, injury producing, and/or abusive. Normal, courteous, mutually respectful, pleasant, non-coercive interactions that are acceptable to both parties are not considered to be violent, threatening, or harassment.

### **C. General Examples of Prohibited Conduct**

1. All threats or acts of violence occurring on campus, regardless of the relationship between the university and the parties involved.
2. All threats or acts of violence not occurring on the campus but involving someone who is acting in the capacity of a representative of the university.
3. All threats or acts of violence not occurring on campus involving an employee of the university if the threats or acts of violence affect the interests of the university, employees, and/or students (i.e. while on official travel.)
4. Any threats or acts of violence resulting in the conviction of an employee or agent of the university, or of an individual performing services on the university's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the university.
5. Any form of retaliation against any employee or student who complains about threatening behavior, violence, or harassment.

#### **D. Specific Examples of Prohibited Conduct**

1. Slapping, hitting, punching, or shoving an individual.
2. Raping, kidnapping, murdering.
3. Threatening to harm an individual or his/her family, friends, associates, or their property.
4. The intentional destruction or threat of destruction of property owned, operated, or controlled by the university.
5. Making or sending harassing or threatening telephone calls, letters or messages (electronic, print, or other method) to any employee, student, or visitor on campus.
6. Intimidating or attempting to coerce an employee or student to do wrongful acts that would affect the interests of the college.
7. The willful, malicious, and repeated following of another person which results in that person reasonably fearing for his/her safety (also known as "stalking").
8. Verbally abusing or harassing an individual.
9. Making a suggestion or otherwise intimating that an act to injure persons or property is "appropriate."
10. Possession of firearms, weapons, or any other dangerous devices on the campus (defined at paragraph III.3)
11. Students are also prohibited from engaging in all other violent behavior prohibited by the codes of Student Conduct.

#### **E. Application of the Violence Policy**

1. The university's prohibition against threatening behavior, acts of violence, and harassment applies to all persons involved in the operation of the university and all persons who attend the university, including but not limited to all university employees, students, third party vendors, and anyone else on campus.
2. Violations of this policy will be treated seriously by the university. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The university will seek severe disciplinary penalties up to and including termination against employees of the university who are involved in the commission of threatening behavior, violence, and/or harassment.
3. The university will seek severe disciplinary penalties up to and including dismissal against students of the university who are involved in the commission of threatening behavior, violence, and/or harassment. Student violations of this policy will be adjudicated by the campus student judicial system except that the Vice President of Academic Affairs is authorized to take discretionary disciplinary action against students not covered by the campus student judicial system (examples: SCE Centers, CAPA, Law Schools, Graduate Programs).
4. The university may support criminal prosecution of those who threaten or commit violence or engage in harassment against employees, students, and visitors to its campus.
5. This policy shall be deemed supplemental to all applicable State and Federal Laws, all personnel rules and regulations, and all student rules of conduct.

#### **F. Employee and Student Reporting Obligations**

Each employee and student of the university and anyone visiting the campus should report all incidents of harassment, threatening behavior, and/or acts of violence of which he/she is aware. If an employee, student, or visitor believes he/she or others are in immediate danger, Campus Safety should be contacted at once (extension 4949 or mobile phone #6666). If deemed appropriate, consider calling local authorities as well.

Others to whom a report may be made are:

- Any Manager of the University
- Director, Human Resources
- Dean, Student Affairs
- Vice President, Academic Affairs
- Executive Vice President

## **II. PROCEDURES**

A. The University will attempt to reduce the potential for campus violence by positively affecting the attitudes and behavior of its employees and students by:

1. Making all current and new employees and students aware that violence or threatening behavior on campus will not be tolerated.
2. Creating a low-risk campus environment: All employees in positions of authority are expected to promote positive behavior, and to lead by example, by treating employees and students with the respect and dignity to which each is entitled, whether hiring, teaching, training, supervising, or disciplining (up to and including termination of employees or dismissal of students). Emphasis will be placed on creating a campus where established standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
3. Developing procedures for increasing awareness and prevention of threatening behavior, violence, and harassment on campus.
4. Providing training to managers, supervisors, faculty, campus life staff, employees, and students:
  - a. Managers, supervisor, faculty, and campus life staff will be provided with training in how to deal with threatening behavior, violence, and conflict resolution. This training will focus on prevention, recognition, and de-escalation of violence and conflict will include suggestions for appropriate responses to conflict, threats and acts of violence, and will identify resources which are available for use once a potential problem has been identified, or an incident has occurred.
  - b. Employees and students will be given the opportunity to receive training on conflict resolution, threat and violence awareness, early warning signs, appropriate responses to conflict, aggressive, threatening, harassing, and violent behaviors.
5. Encouraging employees and students to use available counseling and assistance services when needed, including the referral of employees to the Employee Assistance Program (EAP) when deemed appropriate. Both victims of violence and those who commit violent acts or have threatened to do so may be referred for such services.

B. The university will deal with threatening behavior, violence, and harassment on campus by:

1. Requesting that all employees and students report all threatening behavior, violence, and harassment in a timely manner as set forth in this policy and in the procedures of the campus judicial system.
2. Quickly dealing with threatening behavior, violence, and harassment: managers and supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations on campus and to protect people from harm. They will ensure that, when a threat is made or a violent incident occurs, appropriate personnel are immediately notified.
3. Promptly and properly investigating all complaints of threatening behavior, violence, and harassment.
4. Employing legal remedies that address issues of workplace violence (i.e., restraining orders).
5. Creating and maintaining a high practical level of physical security on campus.
6. Maintaining accurate records on campus violence.
7. Evaluating the Violence Policy and the effectiveness of the implementation measures on an annual basis as measured by the extent of violence and threats of violence on campus.

### **III. Dissemination**

1. All employees and students shall be given copies of, or instructed how to access this policy electronically.
2. This policy does not create any liability on the part of the University of La Verne.
3. Firearms, weapons, or dangerous devices include the following: any weapon which, per applicable law, is illegal to possess; any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB" and stun guns (electronic incapacitation devices); knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific purpose of food preparation and service; any "switchblade" knife; "brass knuckles," "metal knuckles," and similar devices; bows, cross bows and/or arrows; explosives and explosive devices, including fireworks and incendiary devices; "throwing stars", "numchucks", clubs, and any other item commonly used as, or primarily intended for use as, a weapon; any object that has been modified to serve as, or has been employed as, a dangerous weapon.