



Piedmont Virginia Community College

Section XII – Safety and Security Policy

XII – 2.0 Violence Prevention and Threat Assessment Policy

Policy #:	XII – 2.0
Effective:	September 12, 2011
Last Revised:	November 27, 2017
Responsible Dept:	Office of the Vice President of Finance and Administrative Services

1. Purpose

The purpose of this policy is to provide guidelines for the prevention of workplace and general campus violence and for the promotion of a productive environment for learning and working that is free from threats, intimidation, and violence.

This policy applies to all faculty, staff, students, visitors, contractors, and other third parties. Students are also subject to the PVCC Code of Conduct.

2. General

Piedmont Virginia Community College prohibits threats and acts of violence on college property, within college offices and/or facilities, at any college-sponsored event, while engaged in college business, educational activities, and/or athletic activities, while traveling in state vehicles, and on any electronic or email communications.

Workplace violence is defined as any act that creates a hostile work environment or negatively affects an employee, either physically or psychologically. Workplace violence may include criminal acts, violence by disgruntled clients, violence by coworkers, and domestic violence that finds its way into the workplace. This includes conduct against persons or property that is sufficiently offensive or intimidating to create a hostile, abusive, or intimidating environment for faculty, staff, students, and visitors.

2.1 Prohibited Conduct

Specific prohibited conduct includes, but is not limited to:

- Injuring another person physically
- Engaging in behavior that creates a reasonable fear of injury to self or another person
- Engaging in behavior that would subject a reasonable person to or subjects another individual to extreme emotional distress
- Intimidation resulting from the improper exercise of power or authority
- Acts or unruly conduct that disrupt the natural work or educational environment of the

college or result in fear for personal safety

- Willful, malicious, or repetitive following of another person (also known as “stalking”)
- Possessing, brandishing, or using a firearm, weapon, or other device by any person is regulated by VCCS Chapter 10 Regulation of Weapons as well as PVCC XII-4.0 Firearms and Dangerous Weapons policy.
- Slurs or derogatory remarks regarding another person’s ethnicity, national origin, gender, religion or religious affiliation, disability, or sexual orientation
- Intimidation by bullying, using “fighting words” or profanity, or exhibiting obscene gestures that create in the mind of an individual a reasonable belief of immediate harm
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner, including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.
- Intentionally damaging property
- Threatening to injure an individual (including oneself) or to damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- Harassment via threatening telephone calls, letters, or other forms of written or electronic communications
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy, or work rule
- Retaliating against any employee or student who, in good faith, reports a violation of this policy

2.2 Reporting Threats or Incidents of Workplace Violence

All employees and students must report incidents or threats of violence to their immediate supervisor, the Human Resource Office, campus security, and/or the Violence Prevention and Threat Assessment Team. The PVCC Incident Report Form (available on the PVCC website) should be used to file a report. Copies of all written incident reports involving actual or alleged workplace violence or threats will be provided to the Human Resources Officer, the Vice President for Finance and Administrative Services, the Vice President for Instruction and Student Services, the Dean of Student Services, and the Security Supervisor as appropriate.

No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

2.3 Investigation of Incidents

The proper authority will investigate all reports of actual or alleged workplace violence and threats. Unless resolved by the immediate supervisor, reports involving college employees will be investigated by the Human Resources Officer and the Security Supervisor. Reports involving students will be investigated by the Dean of Student Services and the Security Supervisor. Reports involving visitors will be investigated by the Vice President for Finance and Administrative Services and the Security Supervisor.

2.4 Policy Violations

All alleged violations of this policy will be taken seriously and immediately reviewed to determine whether further investigation is warranted.

1. Employees violating this policy will be subject to disciplinary action up to and including termination of employment and criminal prosecution using existing policies and procedures, including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.
2. Students violating this policy will be subject to disciplinary action as outlined in the PVCC Student Handbook and Code of Conduct. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others. Students who are dismissed from the College for misconduct or threatening behavior or who are determined to be a threat will have a service indicator placed on their SIS record. PVCC will not accept any student for admission who has been dismissed from another VCCS college for misconduct, threatening behavior, or who has been determined to be a threat.
3. Visitors and third parties violating this policy will be subject to applicable state and federal laws and associated regulations. They may be barred from the college at the college's discretion for violating this policy.

2.5 Corrective Actions and Preventative Measures

If a supervisor suspects that an employee has work-related and/or personal problems that could lead to workplace violence, the supervisor should confer with the Human Resources Officer. When appropriate, the employee should be encouraged to contact the Commonwealth of Virginia Employee Assistance Program (EAP) for confidential counseling and support at 1-866- 725-0602.

If a supervisor or other college employee suspects that a student is exhibiting signs that may lead to workplace violence, the supervisor or employee should confer with the Dean of Student Services. The Dean of Student Services should assess the situation and counsel the individual or make a referral, as appropriate.

As required by the Code of Virginia § 23-9.2:10, the college has established a Violence Prevention and Threat Assessment Committee. The committee guides the campus community regarding the recognition of behavior that may represent a threat to the community, how such behavior should be reported, and policies and procedures for assessment, intervention, and other actions to resolve potential threats.

2.6 Communication and Training

This policy should be posted on the College website and shall be included as part of employee and student orientation. The Human Resources Officer will ensure that all current and new employees are aware of this policy. The Security Supervisor will provide opportunities for faculty, staff, and students to be trained in the risk factors associated with workplace violence and the proper handling of emergencies in order to minimize the risk of violent incidents occurring in the workplace.