

Policy Procedure: Campus and Workplace Violence Prevention

Procedure Number: 113P

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Forms:

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1. Violence Prevention and Education Committee
 - a. Membership of this committee includes representatives from student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work.
2. Reporting threats or incidents of workplace violence
 - a. Employees and students should report incidents or threats of violence to College Police. If the incident is not an emergency, reports may also be submitted using the NOVA Cares online report.
 - b. Where a student or employee has a Protective Order from a court which lists the College as protected areas, provide Human Resources and the immediate supervisor, and the College Police with a copy so that appropriate enforcement activities occur.
 - c. No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.
3. Responding to reports of threats or incidents of workplace violence
 - a. Each campus is staffed with police and public safety officials who can respond quickly to reported incidents.
 - b. The College has established a Threat Assessment Team to quickly receive information about, assess, and respond to potential threats that are reported, and to determine corrective actions and prepare necessary reports on given situations.
4. Violations
 - a. Employees violating this policy will be subject to disciplinary action under Section 3 of the VCCS Policy Manual or under [DHRM Policy 1.60, Standards of Conduct](#), up to and including termination, based on the situation.
 - b. Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action, up to and including dismissal. In these situations, the agency must demonstrate in writing that the violent conduct committed has an adverse impact on the employee's ability to perform the assigned duties and responsibilities or that it undermines the effectiveness of the agency's activities.
 - c. Students violating this policy will be subject to disciplinary action as outlined in the [Student Code of Conduct](#), and other college policies as appropriate.

- d. Students or employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment or 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.
- e. Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the College at the College's discretion for violating this policy.

Definitions

Threat Assessment Team (TAT): A group established in accord with Virginia law to identify and assess risks posed by concerning behavior. TAT responds College-wide to escalated cases of severe and extreme risk.

Weapon: (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual's home when telecommuting), and travel to and from work assignments.

Workplace Violence: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.