



**Personnel Policies and Procedures**  
**Workplace Violence and Security Guidelines**  
Effective Date: July 1, 2009  
Board Approval: June 9, 2009

**1. Purpose.**

- 1.1. In order to safeguard the health and well being of employees, students and visitors to the Tooele Applied Technology College (TATC) and to address workplace violence in all of its forms, the TATC adopts the following guidelines.

**2. Policy.**

- 2.1. It is the policy of the TATC that:

- 2.1.1. Acts of violence by TATC staff, students or visitors will not be tolerated. This policy applies to all activities on all campuses of the TATC and to any activity officially sanctioned, approved or otherwise officially associated with the TATC.
- 2.1.2. Workplace violence policies and procedures shall be integrated with other safety and security policies and procedures to ensure continuity of response to emergency/crisis situations.
- 2.1.3. For the purposes of these policies and procedures, workplace violence is defined as, but is not limited to: intentionally causing the death of another, assault, battery, physical and verbal threats, property damage, vandalism, name calling, stalking, shouting at or screaming or any and all other acts intended to promote or results in the creation of undue fear for the individual(s) personal safety.
- 2.1.4. All weapons or perceived weapons are prohibited on TATC property per state law. Weapons or perceived weapons will be confiscated per police protocol.
- 2.1.5. Individuals engaging in acts of violence shall be subject to appropriate criminal and civil penalties and are subject to the following:
- 2.1.5.1. Any faculty, staff or other employee of the TATC committing acts of workplace violence as defined above shall be subject to disciplinary actions up to and including termination of employment. Any actions taken shall be in accordance with appropriate due process requirement as established in the TATC Policy and Procedure Manual.
- 2.1.5.2. Any student committing any act or acts of workplace violence shall be subject to discipline up to and including expulsion from school. Any actions taken to terminate a student from school shall be in accordance with student termination procedures outlined in TATC catalog and student guidelines.
- 2.1.5.3. Any visitor to the campus of TATC who engages in any act of workplace violence shall be subject to expulsion from campus or from campus related activities.
- 2.1.6. Any employee, student or visitor who feels that he or she has been subjected to any act or acts of violence shall immediately report the alleged act to the Human Resource Officer or designee. The alleged victim may be asked to make an official statement of what occurred and to sign the same. The alleged victim may also be asked to provide, in writing, details of the alleged act that he or she believes constitutes workplace violence. Any employee, student or visitor who has reason to believe that he or she may be subject to an act of violence while on campus or while participating in an activity sponsored and controlled by the TATC shall report this to the Human Resource Officer or designee. Workplace violence may also be reported in accordance with the grievance policy and procedure.

- 2.1.7. Any allegation of violation of this policy shall be fully investigated with appropriate documentation. It is the policy of the TATC that at the conclusion of the investigation the alleged victim or complainant shall be informed of the outcome of the investigation.
- 2.1.8. This policy shall be publicized to all TATC employees, students and visitors including attendees at TATC activities. This policy may be publicized through but not limited to the following means:
  - 2.1.8.1. Inclusion in employee handbooks and manual;
  - 2.1.8.2. Special training sessions for employees and students;
  - 2.1.8.3. Manual, Catalog, handbook, or other student oriented publications.
  - 2.1.8.4. Where appropriate, special training to students on this policy and its elements may be provided as part of classes, student orientation or other appropriate means.
  - 2.1.8.5. Signs or notices may be posted in appropriate public locations to inform visitors of the policy indicating that workplace violence will not be tolerated.
  - 2.1.8.6. Efforts shall be made to coordinate all workplace violence reduction and security efforts with local law enforcement.
  - 2.1.8.7. Reasonable efforts will be made to develop and maintain physical facilities, landscaping, and lighting on campus in a fashion to reduce workplace violence and to increase the security of all facilities.
  - 2.1.8.8. In order to protect the campus and those who use it, employees and students with restrictive court orders limiting individuals from having contact with them, are encouraged to inform the Human Resource Officer or designee of the existence of these orders. The Human Resource Officer or designee shall take appropriate action upon notification of such orders.
  - 2.1.8.9. It is the policy of the TATC that keys, access cards and other means of entering a facility shall be controlled and limited. It is also the policy of the TATC that anyone duplicating, loaning to an unauthorized individual or otherwise misusing a key or other entry device shall be subject to disciplinary action.

### 3. **Procedures.**

- 3.1. **Reporting Incidents of Workplace Violence.** Incidents of workplace violence shall be reported to the Human Resource Officer or designee during regular working hours. The Student Services Manager or designee, will assist with issues involving students. If it is an employee, a copy will be given to the Personnel Office of the TATC. Investigation and written documentation of incidents of workplace violence shall be conducted and kept by the Human Resource Officer or designee.
- 3.2. **Third Party Reports.** Third party reports will be dealt with in the same way as first party reports, in that they will be investigated by the Human Resource Officer or designee. Investigation will be completed within 10 working days of receiving the report or sooner if situation dictates. A full report with recommendations will be provided to the Campus President.
- 3.3. **Records.** All records concerning these reports and investigation will be retained as per the policy for all record retention provided by the TATC.
- 3.4. **Dissemination.** The policy on workplace violence will be disseminated through the TATC intranet as with all center policies. The policy on workplace violence will be included in the center catalog

as well as in the student guidelines manual and in the employee policy manual. Training will be provided for all individuals employed by the TATC. Training will be provided through Utah State Risk Management.

**3.5. Legal Action.** Legal actions to be taken:

**3.5.1.** The Attorney General's office and the Utah State office of Risk Management will be notified when a report that has been substantiated of workplace violence has been documented. Restrictive orders and notice of the existence of restrictive orders will be made under the direction of the Attorney General's Office.

**3.5.2.** Tooele City Police will take any and all necessary police action.

**3.6. Physical Security.** At least quarterly, more often if necessary, the following areas of safety and security will be reviewed:

**3.6.1.** Lighting - both interior and exterior

**3.6.2.** Electronic and Video surveillance

**3.6.3.** Security Systems

**3.6.4.** Fencing

**3.6.5.** Vegetation and Landscaping

**3.6.6.** Access and Egress from buildings

**3.6.7.** Crisis Communication and Intervention

**3.6.8.** Traffic Control

**3.7. Emergency Procedures.**

**3.7.1.** If necessary in instances of workplace violence, the building and campus of the TATC will be evacuated as per the safety manual procedures for evacuation. Any time that workplace violence occurs, the Tooele City police will be notified.

**3.7.2.** Emergency evacuation drills will be conducted as outlined in the safety manual and crisis intervention team procedures.

**3.8 Disciplinary action for violent behavior.** All procedures concerning disciplinary actions will be coordinated and integrated with the Human Resource or Personnel Office and with the Student Disciplinary Procedures. All disciplinary actions will be in accordance with due process requirements in the area of concern.

**4. Area of Concern.**

**4.1.** Security, safety, and violence avoidance policies are written and enforced in a fashion so as not to violate constitutionally guaranteed protection of speech and assembly. When faced with a situation in which security may conflict with constitutionally protected rights, the Utah Attorney General's Office will be contacted by the Human Resource Officer or designee.