

	<b>Texas Chiropractic College Policies and Procedures</b>	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07  Revised:
	Title: <b>CAMPUS VIOLENCE POLICY</b>		Page: 1 of 3
			Policy No. ESS.04

## 1.0 PURPOSE

- 1.1 To ensure a safe workplace and environment for all employees, students and individuals on TCC premises.

## 2.0 SCOPE

- 2.1 All TCC employees, students and any individuals on TCC premises.

## 3.0 POLICY

- 3.1 Threats of violence or actual violent offenses committed by or against employees, students, or any individuals on TCC premises will not be tolerated.
- 3.1.1 Any threat of violence towards others will be immediately assessed and appropriate intervention actions will be taken to ensure safety.
- 3.1.2 Threats will be assessed for lethality and the degree to which the individual's past and present behavior is deemed high-risk for potential violence, if known.
- 3.1.3 Any realistic threat indicated by an individual on campus will be considered viable.
- 3.2 Assessment:
- 3.2.1 Individuals making violent threats towards others will be required to complete a psychological assessment with the Director of Guidance and Counseling with possible planned intervention and removal from the college, if a student, or termination if an employee.
- 3.2.2 An individual whose behavior has risk factors that warrant immediate attention, but is not perceived as violent, should be reported to Director of Guidance and Counseling.
- 3.3 This policy applies to acts of violence, intimidation, and inappropriate aggression of various types. These acts are separated into two "levels" according to their perceived seriousness.

### LEVEL ONE EXAMPLES

#### Disruptive Behavior

- Sabotages equipment or intentionally damages any college or personal property.
- Creates a hostile work environment by arguing frequently with, acting belligerent towards, acting insubordinate to, or repeatedly swearing at vendors, faculty, staff, students, or anyone affiliated with the college with the intent to threaten, intimidate or endanger one's safety and well-being.

- Sends violent written, verbal, or visual communication to vendors, faculty, staff, students, or anyone affiliated with the college.
- Experiencing increased impulsivity due to substance abuse or psychoactive substances.

## LEVEL TWO EXAMPLES

### Violence or Threatened Violence

- Commits homicide, sexual assault, aggravated assault or inflicts bodily harm.
- Engages in felony property damage or arson.
- Possesses or displays weapons on the college campus or uses weapons or other dangerous objects to harm others.

3.5 Incident reports will be required and can be made anonymously.

3.6 Incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

## 4.0 RESPONSIBILITIES

- 4.1 Department Heads
- 4.2 Human Resource Director
- 4.3 Vice President of Student Affairs
- 4.4 Director of Guidance and Counseling
- 4.5 Main Switchboard Operator

## 5.0 PROCEDURES

### DISRUPTIVE BEHAVIOR

- 5.1 Report any disruptive behavior immediately to Department Head.
- 5.2 Department Head will submit an incident report to Human Resources Director (employee), or to the Vice President of Student Affairs (students).
- 5.3 Human Resource Director and / or Vice President of Student Affairs will obtain a written report, investigate incident, and report incident to the Environmental Safety and Security Committee and other appropriate TCC officials.
- 5.4 Vice President of Student Affairs and / or appropriate college administrator will further investigate incident and, if required:
  - 5.4.1 Report incident to any appropriate off-campus authorities, or;
  - 5.4.2 Recommend or require assessment by Director of Guidance and Counseling.
- 5.5 All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

## VIOLENCE OR THREATENED VIOLENCE ENDANGERING INDIVIDUALS

- 5.6 **CALL 911 IMMEDIATELY.**
- 5.7 **Call TCC Switchboard Operator and request Emergency Broadcast System be initiated. Describe the crisis situation.**
- 5.8 **Emergency procedures will be communicated to individuals at risk within the building or multiple buildings.**

**NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.**