

SUNY Cobleskill

Workplace Violence Prevention Procedures

Process

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate University official.

Reporting Procedures

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the University Police or 911 immediately.
- B. Any person who is the subject of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to the Human Resources office.
- C. Employees are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to Human Resources and
 - 1. if an employee is involved, also notify the supervisor or manager; or
 - 2. if a student is involved, also notify the Vice President of Student Affairs.
- D. Every threat must be reported.
- E. Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or criminal prosecution as appropriate.
- F. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on the University property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

Employees

- A. All employees are responsible for helping to maintain a safe work and educational environment, are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace, and report indicators of increased risk of violent behavior including but not limited to the following examples:

Precautions:

- In response to telephone inquiries, do not release information about coworker's schedules, home telephone numbers, or other personal information.
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with the building manager.
- Never leave money, credit card, travel documents or any thing else of value in an unlocked desk or cabinet.
- If something is stolen, report it immediately to University Police.

Indicators:

- Direct or veiled threat of harm;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts with supervisors and other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or a fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
- Drug/alcohol abuse; and
- Extreme changes in behavior.

- B. Employees are expected to notify University Police whenever a protective restraining order (Order of Protection) is granted which mentions University property, or involves a University employee, or a person working at or attending the University, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor.
- C. Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the University Police, or the Human Resources office. Confidentiality will be maintained to the extent possible.
- D. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to their supervisor or the Human Resources office immediately.
- E. Any employee or representative of employees who believe that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice.

Supervisors

- A. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for implementation of this policy.
- B. Supervisors are required to contact University Police immediately in the event of imminent or actual violence involving weapons or other potential physical injuries.
- C. Supervisors must report to Human Resources any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware of or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed or resolved. After having reported such complaint or incident to Human Resources, the University Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceeding.

- D. Every supervisor is obligated to report any knowledge of such conduct to the office of labor relations immediately. Failure of a supervisor to investigate and initiate appropriate action may result in administrative action including possible discipline.

University Police

- A. University Police are responsible for:
- Responding to;
 - Intervening; and
 - Documenting all incidents of violence in the workplace.
- B. University Police will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate University official of an incident with a student.
- C. University Police will maintain an internal tracking system of all threats and indicators of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment.
- D. University Police officers will be trained in workplace violence awareness and prevention, non-violent crisis intervention, conflict management, and dispute resolution.
- E. When informed, University Police will maintain a record of any Orders of Protection and will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police or designee. Only the President, or designee, in his/her absence, can authorize escort service outside of the geographical confines of the college.

Office of Human Resources

- A. The Office of Human Resources (HR) is responsible for:
 - assisting the Chief of Police and supervisors in responding to workplace violence;
 - facilitating appropriate responses to reported incidents of workplace violence;
 - notifying the University Police of workplace violence incidents reported to HR; and
 - consulting with, as necessary, counseling services to secure professional intervention.

- B. The Office of Human Resources is responsible for providing new employees or employees transferred to the University with a copy of the Workplace Violence Policy and Procedure and insuring that employees receive appropriate training pursuant to NYS Labor Law sec. 27b.

- C. The Office of Human Resources will also be responsible for annually disseminating this policy to all employees, as well as posting throughout the campus and on the University's website, as appropriate. Every employee must sign for receipt of this policy and procedure upon publication or at orientation. Signed receipt will be placed in each employee's personnel file.