



<b>Title</b>	<b>Violent and Threatening Behaviour Policy</b>
<b>Policy Area</b>	Operations – Human Resources
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.2.2
<b>See also</b> <i>(related policies)</i>	Harassment & Discrimination Policy Responsible and Appropriate Use of IT Resources Policy Student Non-Academic Conduct Policy

<b>Effective Date of Policy:</b>	July 1, 2005
<b>Approval Date:</b>	June 28, 2005
<b>Applies to:</b>	Board Members, Employees, Students and All Members of the College Community
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Harassment & Discrimination Policy, March 1, 2004
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Vice President, Education	Regional Dean

<b>Policy Statement</b>
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1. Okanagan College ("OC") is committed to a safe, respectful and violence free environment for everyone. OC will not tolerate violent or threatening behaviours which threaten the safety of employees, students and/or visitors.
2. All members of the OC community share the responsibility to create and maintain a safe and harmonious environment.
3. Individuals who engage in violent and/or threatening behaviour may be removed from OC campuses and may be subject to disciplinary action, criminal penalties, suspension and/or expulsion.
4. In accordance with its duties and obligations, OC retains the right to independently conduct an investigation to determine if action is needed in response to allegations

of violent and/or threatening behaviour.

5. This policy does not replace existing policies or regulations. It shall be implemented in order to address specifically violent and threatening behaviour and OC's response to any such behaviour.

#### Policy Details

6. The purpose of this policy is to ensure that employees and students of OC are aware of OC's expectations, available assistance and procedures for responding to threatening and/or violent behaviour. It is also to ensure that OC:
  - is a safe and harmonious environment for students, employees and visitors;
  - fosters a sense of responsibility between all members of the OC community to prevent violent and threatening incidents;
  - safely and responsibly responds to incidents involving threats and/or violence by assuring follow-up, corrective and/or remedial action; and
  - endeavors to prevent loss or and/or damage to OC property.
7. This policy applies to all members and visitors of the College community. Use of the procedure must pertain to incidents on OC property or OC related functions including work, on-campus living and/or organized events.
8. The application of this policy may be modified to meet the prevailing terms of existing Collective Agreements, policies or WCB requirements for incidents involving OC employees.
9. **Violent and/or threatening behaviour** as it applies to **personal safety** means any aggressive, threatening or hostile act towards any person or group, directly or indirectly, that causes, or is likely to cause, physical or mental harm and includes any verbal threat or behaviour which gives a person or group reasonable cause to believe there exists a risk of injury to themselves or others.
10. **Violent behaviour** as it applies to **property** means any deliberate act or omission by anyone that causes or is intended to cause damage to any property owned by or under the control of Okanagan College.

#### Procedures

##### IMMEDIATE THREAT TO SAFETY OF PERSONS AND/OR PROPERTY

11. Members of the OC community faced with a situation involving:
  - a) threatening or violent conduct;
  - b) possession of a firearm or other objects deemed potentially dangerous or injurious; or
  - c) imminent or actual damage to or theft of property;

where there is reasonable belief that the safety of persons and/or property may be threatened, should contact the RCMP immediately and contact Campus Security and the Regional Dean<sup>1</sup>.

An individual's response to violence should be for personal safety first.

12. The Regional Dean will ensure that all incidents will be promptly addressed, coordinated and resolved with appropriate intervention. The Regional Dean will involve the Manager of Security and other departments at OC as necessary, such as Health and Safety Coordinator, Director of Student Services, Human Resources, Legal Affairs, etc. The Regional Dean shall liaise and assist the RCMP in their investigation and may initiate follow-up and/or remedial measures as deemed necessary.

### **POST INCIDENT RESPONSE**

13. The Regional Dean shall promptly notify:

- (i) Vice President, Education;
- (ii) Manager of Campus Security;
- (iii) the Director of Human Resources if the allegation or incident involves an OC employee;
- (vi) the Director of Student Services and the Program Dean of that student's area of study, if the incident involves a student; and
- (v) the Health & Safety Coordinator, the Human Rights Advisor, the Director of Legal Affairs and other departments as may be necessary.

14. Where the Regional Dean has reasonable grounds to believe that a person has acted violently or engaged in threatening behaviour towards persons or property, the Regional Dean may:

- (i) immediately suspend the exercise of any College privilege, pending an investigation;
- (ii) impose conditions on the exercise of any College privilege;
- (iii) take the necessary action to cause the person to be removed from the OC campus;
- (iv) proceed in accordance with the employee's Collective Agreement provisions; and
- (v) take any other action deemed appropriate in the circumstances.

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<sup>1</sup> Any reference to Regional Dean includes any person that may be appointed as a designate to the Regional Dean.

15. Where there exists no immediate threat to personal safety or property, allegations incident(s) of violent or threatening behaviour, or of potential damage to property, shall be reported to the Regional Dean.
16. The Regional Dean shall file a written report with the office of the Vice President, Education within forty-eight hours, under normal circumstances. The report shall be concise and include the identification of all witnesses and parties involved.

### **INVESTIGATION PROCEDURE**

17. Further investigation may be required to ascertain any mitigating circumstances and/or determine any remedial or disciplinary action. The Regional Dean may request such an investigation.
18. The Regional Dean shall:
  - Ensure investigation is complete and any follow-up is reported to the involved parties;
  - Ensure necessary requirements of the WCB Violence in the Workplace regulations are complied with; and
  - Maintain files of all reported incidents.
19. The Regional Dean may:
  - Identify any additional members and resources he or she may require;
  - Review the available information pertaining to the incident;
  - Identify any need to make arrangements for the provision of support, care and follow up to any victims of the incident;
  - Ascertain whether there is a record of prior incidents involving the offender, and review any such records;
  - Seek to determine whether the offender(s) represent(s) a continuing danger to or threat to the safety of any member of the College community or the security of College community;
  - Provide a copy of the investigation report and recommendations, if any, to the appropriate Senior Administrator;
  - Take any other steps as may be necessary in the circumstances; and
  - Maintain case records.

### **APPEALS**

20. An individual disciplined under this policy and procedure may avail himself/herself of existing appeal options in any applicable Collective Agreement, the *College and Institute Act*, OC policies or under any other applicable legislation.

**FILES**

21. Without limiting the records retention described in preceding sections, all records and correspondence pertaining to an investigation will be retained as follows. Where the incident involves:
- (i) an OC employee, a copy of the report may be forwarded and appended to the employee's personnel file, as determined by the Vice President, Education;
  - (ii) a student, a copy of the report shall be forwarded to the Director, Student Services;
  - (iii) a visitor, the Manager of Campus Security shall retain a copy of the report.

<b>Additional Information</b>
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**Appendix A** - Violent and/or Threatening Incident Report Form  
Okanagan College

**Appendix A**

**Violent Incident Report Okanagan College**

Please type or print in block letters. Attach an additional sheet if more space is required.

**Section A**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Details in Brief: (include description of offender) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section B**

Victim:  Male       Female      Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Employee

Student

Visitor

**Section C**

Witness:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Additional witnesses, please use separate sheet

**Section D**

Medical treatment:  Yes       No

Police notified:  Yes      File No. \_\_\_\_\_  No

**Section E**

Property involved: \_\_\_\_\_

Value: \_\_\_\_\_  Private       OC

Person compiling report: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_