

SUBJECT	EDUCATIONAL & WORKPLACE VIOLENCE POLICY
TABLE OF CONTENTS	
Background	Page 2
Purpose/Scope	Page 2
Applicable Legislation & Relevant Standards	Page 3
Definitions:	
➤ Workplace Violence	Page 3
➤ Domestic Violence	Page 4
➤ Workplace Harassment	Page 4
Roles & Responsibilities	Page 4 - 6
Reporting of Workplace Threats & Violent Incidents	Page 7
Investigation & Assessment of Workplace Threats & Violent Incidents	Page 8
Reprisal	Page 8
Policy Administration	Page 9 - 10

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	1	23

SUBJECT
EDUCATIONAL & WORKPLACE VIOLENCE POLICY
BACKGROUND

Northern College is subject to the general duty to maintain a safe working and educational environment for all members of the College community. Northern College is committed to providing a safe environment that is free from actual, attempted or threatened violence. The College will not tolerate any acts of violence and will take all reasonable and practical measures, at the earliest opportunity, to prevent and address workplace violence.

Purpose & Scope

The purpose of this policy is to establish procedures to minimize and/or prevent violence and unacceptable behavior and to foster the safety and security of Northern College employees, and students. This policy applies to all members of the College community in their interaction with other members of the College community such as employees, students, visitors and contractors. Note: For the purposes of this policy, “**worker**” includes faculty, staff, students and visitors. This policy also applies to all outside contractors, sub-contractors or service personnel working on College property.

Every person is expected to contribute to a safe College community by behaving in acceptable and respectful ways at all times, discouraging offensive behavior of others and reporting violence and unacceptable conduct when it occurs. Every person has the right and responsibility to communicate concerns and cooperate in efforts to resolve them. Violations of this policy may result in disciplinary action, including possible suspension, termination, and the issuance of No-Trespass Orders and/or the filing of criminal charges.

This policy is not intended to supersede or interfere with prevailing laws. It is recognized that the College has other policies that address unacceptable conduct such as the Sexual Assault and Sexual Violence Policy, the Respectful Organizational Culture Policy, the Discipline Policy and our Student Handbook. It is also understood that this policy shall complement the existing regulations and procedures as defined in any applicable Collective Agreements, the Human Rights Code, the Occupational Health & Safety Act of Ontario and the Criminal Code of Canada.

Applicable Legislation & Relevant Standards

- Occupational Health & Safety Act
- Canada’s Criminal Code
- Ontario’s Human Rights Code

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	2	23

SUBJECT
EDUCATIONAL & WORKPLACE VIOLENCE POLICY
Definitions

- 1) Workplace Violence as defined in the Occupational Health & Safety Act means,
- a) the exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker,
 - b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
 - c) a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of Workplace Violence include (but not limited to):

- ❖ Verbally threatening to attack a worker
- ❖ Leaving threatening notes at or sending threatening e-mails to a workplace
- ❖ Shaking a fist in a worker's face
- ❖ Wielding a weapon at work
- ❖ Hitting or trying to hit a worker
- ❖ Throwing an object at a worker
- ❖ Sexual violence against a worker
- ❖ Kicking an object the worker is standing on such as a ladder; or
- ❖ Trying to run down a worker using a vehicle or equipment such as a forklift

- 2) Domestic Violence as provided in the Ministry of Labour "Guidelines to Workplace Violence and Harassment" means,

A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

In addition to the targeted worker, the employer will take all precautions reasonable in the circumstances for the protection of a worker which extends to any workers that might be at risk in these circumstances.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	3 23

SUBJECT	EDUCATIONAL & WORKPLACE VIOLENCE POLICY
<p>3) <u>Workplace Harassment</u> as defined in the Occupational Health & Safety Act means,</p> <p>Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Please also refer to Northern College's Respectful Organizational Culture Policy.</p> <p><u>Examples of Workplace Harassment include (but not limited to):</u></p> <ul style="list-style-type: none"> ❖ Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend ❖ Displaying or circulating offensive pictures or materials in print or electronic form ❖ Bullying ❖ Repeated offensive or intimidating phone calls or emails ❖ Inappropriate sexual touching, advances, suggestions or requests <p><u>Roles & Responsibilities</u></p> <p>1) Senior Management Team (SMT): It is the responsibility of the SMT:</p> <ol style="list-style-type: none"> 1.1 To take reasonable preventative measures to protect employees, students and others in College workplaces from violence; 1.2 To ensure that a Violence Risk Assessment is conducted for the organization; 1.3 To ensure procedures to address the workplace violence risks identified in the Violence Risk Assessment are developed; 1.4 To ensure that all members of the College community are trained in this policy; 1.5 To ensure that this policy is posted in conspicuous places in the workplace and on the College Website; 1.6 To ensure that this policy is communicated to all members of the College community; 1.7 To identify an individual responsible for the application of this policy; 1.8 To establish a process for reporting and responding to incidents of violence and ensure those processes are communicated, maintained and followed; 1.9 To ensure this policy is reviewed at least annually. <p>2) Managers: It is the responsibility of managers to:</p> <ol style="list-style-type: none"> 2.1 Understand and abide by the requirements of this policy; 2.2 Communicate and review this policy annually with the employees they supervise or manage and provide proof of same to the Human Resource Services Department; 2.3 Ensure that all students and contractors who attend College workplaces have been made aware of this policy; 2.4 Encourage employees and/or students to report all complaints or incidents of workplace violence; 2.5 Respond promptly to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident; 	

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	4	23

SUBJECT	EDUCATIONAL & WORKPLACE VIOLENCE POLICY
	<p>2.6 Promptly report all complaints or incidents of workplace violence they receive or witness to the Policy Coordinator;</p> <p>2.7 Ensure that all known incidents of workplace violence are investigated and documented;</p> <p>2.8 Take all reasonable precautions and practical measures to address risks identified by the incident;</p> <p>2.9 Conduct workplace Violence Risk Assessments as often as necessary to determine risks of workplace violence to their employees and measures required to eliminate or minimize those risks.</p> <p>3) Human Resource Services (HRS) Policy Coordinator: The role of the HRS Policy Coordinator is vital to the organization in order to make certain that the College meets its legal obligations. For the purposes of this policy, the Policy Coordinator position resides in the Human Resource Services Division and s/he will be directly responsible to the College President.</p> <p>It is the responsibility of the Policy Coordinator to (but not restricted to):</p> <p>3.1 Make efforts to minimize/prevent violence and unacceptable behavior;</p> <p>3.2 Administer all aspects of this policy in a discreet and expeditious manner;</p> <p>3.3 Respond promptly to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident;</p> <p>3.4 Engage the Threat Assessment Team where appropriate to do so in the circumstances;</p> <p>3.5 Review the terms of this policy (annually) to ensure that they adequately meet the organization's obligations</p> <p>4) Threat Assessment Team: The role of the Threat Assessment Team is to</p> <p>4.1 Address incidents of violence and threats;</p> <p>4.2 Help prevent situations of safety concern from becoming more serious;</p> <p>4.3 Review the alleged safety concern/incident of violence or Code of Conduct violation</p> <p>4.4 Provide appropriate recommendations</p> <p>4.5 Complete the threat assessment within three (3) business days if possible in the circumstances</p> <p>The Threat Assessment Team has the right to:</p> <ul style="list-style-type: none"> ❖ Interview the complainant & assailant ❖ Interview all relevant witnesses ❖ Interview any individual that the Threat Assessment Team deems helpful in providing a proper assessment ❖ Review and have access to relevant records – if appropriate in the circumstances

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	5	23

SUBJECT
EDUCATIONAL & WORKPLACE VIOLENCE POLICY

- 5) **Employees:** It is the responsibility of employees to:
- 5.1 Comply with this policy at all times to protect themselves and others in the workplace from violence;
 - 5.2 Promptly report to a manager (or an appropriate alternative) any incident where the employee is subjected to, witnesses, or has the knowledge of workplace violence, or has reason to believe that workplace violence may occur;
 - 5.3 Participate in training regarding this policy and College procedures directed at workplace violence risks in the workplace;
 - 5.4 Cooperate fully in any investigation of complaints or incidents of workplace violence or breaches of this policy.

Reporting of Workplace Threats & Violent Incidents

All incidents of workplace violence or reprisal must be immediately reported to a member of the Management Team or the Human Resource Services Policy Coordinator.

When workplace violence occurs or is likely to occur, individuals shall take immediate action when the safety or security of anyone is threatened and time is critical. Such action should include notification of the local Police (Call 911 where this service is available). The OPP Dispatch # 1-888-310-1122 is also available.

Any person subjected to workplace violence should, where appropriate, go to a safe location and report the incident to a manager; an alternate manager or the manager in the Human Resource Services Department so that the incident can be fully investigated and addressed. Until the investigation is completed, the individual shall remain in a safe place and ensure that s/he is available to the employer or supervisor for the purposes of investigation.

All complaints and incidents are to be recorded in writing by the reporting member of the College community, the supervisor or manager receiving the report and the Human Resource Services Department. Please refer to Violent Incident Report Form.

*The College's Lockdown Protocol will immediately be initiated for any incidents of workplace violence involving a weapon.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	6	23

SUBJECT
EDUCATIONAL & WORKPLACE VIOLENCE POLICY

In situations where an incident of workplace violence results in a critical injury, immediately notify the Campus Manager and the Health & Safety Coordinator. In the event that these individuals are not available, someone at the scene of the critical accident must call the Ministry of Labour (MOL) at **1-877-202-0008** (available 24 hours a day, 7 days a week). Within 48 hours a written report must be submitted to the MOL outlining the circumstances of the occurrence as prescribed in Section 51 of the Occupational Health & Safety Act.

Where a person is killed or critically injured at a workplace, no one is to interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene until permission to do so has been given by a Ministry of Labour (MOL) Inspector.

Investigation & Assessment of Workplace Threats & Violent Incidents

All complaints or incidents of workplace violence or reprisal will be promptly investigated by management or the Human Resource Services Policy Coordinator.

Where the complaint or incident meets the definition of workplace harassment, or violates the Human Rights Code, the Respectful Organization Culture Policy will apply.

Where the perpetrator is a College employee/student and/or depending on the severity of the situation/incident, the investigation will be conducted as quickly as possible and as confidentially as possible in the circumstances. Complete confidentiality is not possible in all circumstances and cannot be guaranteed.

Where appropriate to do so, the College's Human Resource Services Policy Coordinator shall engage the Threat Assessment Team; the members who are appropriate in the circumstances and who are trained in the area of Threat Assessment.

Should an act of violence occur, the College will examine the impact of the incident on the campus community/ off campus facility and initiate appropriate debriefing, counselling and support actions for the victims, witnesses, co-workers and students, etc. These actions should help to minimize the impact on an incident and prevent further violence. A member of the Senior Management Team shall be apprised of the incident in order to ensure the safety of the greater college community and to protect the legal interests and obligations of the College to its Board of Governors, students, staff and community.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	7 23

SUBJECT
EDUCATIONAL & WORKPLACE VIOLENCE POLICY
Reprisal

Workplace violence and this policy are serious matters. This policy prohibits reprisal against individuals who make good faith complaints or who provide information regarding a complaint or incident of violence. Any person who engages in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment or dismissal from his/her program of study. However, an individual filing a malicious, intentionally misrepresentative report may also be disciplined for this action.

Policy Administration
Training and Education

All individuals within the scope of this policy are required to be educated and trained on the contents of the policy. The training program shall include:

- ❖ The means to recognize potentially violent situations;
- ❖ The appropriate responses to incidents of violence, including how to obtain assistance;
- ❖ The procedures for reporting violent incidents

Policy Review

The Occupational Health & Safety Act requires that this policy be reviewed on an annual basis. In the case of significant revision to the OHS Act, or as a result of finding that a procedure contained within this policy is either contrary to legal practices or inoperable, the policy will be reviewed and revised where appropriate to do so.

This policy will be posted at various conspicuous locations across the College campuses and on the College Website.

Confidentiality of Files

Subject to the provisions of the Freedom of Information and Protection of Privacy Act, records pertaining to the incident of violence will be held in strict confidence in files separate from any academic or personnel information. Only records of reprimand or discipline will be placed in an individual's personnel or student file.

All materials collected in the course of the administration of this policy will be maintained by the Policy Coordinator in a secured file separate from all other College files. Except in extraordinary circumstances, these files are to only be accessible in the course of the administration of this policy.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	8 23

SUBJECT	EDUCATIONAL & WORKPLACE VIOLENCE POLICY
<p><u>Educational & Workplace Violence Procedures:</u></p> <p><i>**Please refer to the <u>Educational & Workplace Violence Procedures</u> which are attached and form part of this Policy. The associated procedural forms include:</i></p> <ul style="list-style-type: none"> ✓ <i>Concerning & Disturbing Behaviour Form</i> ✓ <i>Violent Incident Report Form</i> ✓ <i>Accident Notice Under Section 51 OHS Act (Critical Injury Report form)</i> ✓ <i>Threat Assessment:</i> <ul style="list-style-type: none"> • <i>Threat Assessment Protocol</i> • <i>Threat Assessment Stages</i> • <i>Categories for Action</i> • <i>Threat Assessment Worksheet</i> • <i>Threat Assessment Plan Options</i> 	
APPROVED BY THE PRESIDENT:	
<hr style="width: 80%; margin: 0 auto;"/> Fred Gibbons	<hr style="width: 80%; margin: 0 auto;"/> Date

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
2016-05-30	2015-03-31	2017-03-31	D8	D8.10	9	23

CONCERNING & DISTURBING BEHAVIOUR FORM
To Be Used For Threat Assessment

Please note that while only one observed behaviour may be identifiable, other people may have experienced other incidents/behaviour by the same individual. In light of this, we ask that you complete & submit this form even if only one observed behaviour has been checked. In your opinion, is this normal behavior?

SUBMIT TO: The Human Resource Services Policy Coordinator

Date: _____

Name of Person Completing Form: _____

Relationship to Individual: _____

Signature: _____

Individual's Name: _____

Program/Course/Location (if applicable): _____

OBSERVED BEHAVIOUR

- Social Isolation
- Unable to accept responsibility
- Aggressive language and tone
- Inappropriate gestures and/or comments
- Preoccupation and obsessions with violent/pornographic/socially inappropriate material
- Evidence of substance use/Abuse (*i.e.: smell, slurred speech, dilated pupils*)
- Sudden change in appearance/behaviour (*i.e.: red/white faced, sweating, change in voice, clenched fists, shallow, rapid breathing, glaring or avoiding eye contact personal hygiene is poor or ignored*)
- Emotional outbursts (*i.e.: trembling or shaking, pacing, crying, shallow, rapid breathing, violating other's personal space*)
- Suicidal statements
- Physical aggression (*i.e.: throwing objects, damage to property, kicking/punching objects, abusive behaviour towards animals*)

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	1	2

**EDUCATIONAL & WORKPLACE VIOLENCE
PROCEDURES
CONCERNING & DISTURBING BEHAVIOUR
FORM**

- Intimidation or harassment of staff or students (*i.e.: stalking, argumentative, displays unwarranted anger, uncooperative, impulsive, easily-frustrated, states intention to hurt someone [can be verbal or written] holds grudges, excessive behaviour [phone calls, gift giving] escalating threats that appear well-planned*)
- Creating inappropriate or harassing communications (*i.e.: electronic, written or phone calls*) Provide evidence, if available.
- Disruptive classroom behaviour
- Challenges authority/Disrespect for authority
- Disregard for others' health & safety
- Irrational beliefs and/or ideas
- Evidence of Self-Harm
- History of Violence (*i.e.: fascination with weapons, demonstrated violence towards inanimate objects*)
- Increase in Personal stress (*i.e.: unreciprocated romantic obsession, serious family/financial problems, recent job loss*)
- Additional Comments
-

Office Use Only
To be completed by the Human Resource Services Policy Coordinator/Manager

HRS Policy Coordinator: _____ Date Received: _____

Campus Manager: _____ Date Received: _____

Proceed to Stage 2 : Yes _____ No _____

Action Taken:

Signature of Human Resource Services Policy Coordinator/Manager: _____

_____ Date: _____

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	2	2



EDUCATIONAL & WORKPLACE VIOLENCE PROCEDURES

Violent Incident Report Form

This form is to be completed by the Complainant & the Manager

Complainant Information

Name: _____ Dept/Program of Study: _____

Address: _____

Occupation: _____ Home Ph #: _____ Work Ph #: _____

Male Female Employee Student Visitor
Other please specify _____

Type of Incident: Physical Verbal Other

Date of Incident: _____ Time of Incident: _____ AM / PM

Witnesses: _____ Phone #: _____
1. _____ 1. _____
2. _____ 2. _____
3. _____ 3. _____

Location of Incident: *[include exact location of complainant(s), assailant(s), witness(es)]*

Description of Incident: *[include activities of all involved before, during and after incident], [list events in order of sequence]*

Medical Attention Required (please explain): _____

Assailant Information

Assailant (if known): _____ Approx. Age: _____ Occupation/Program of Study: _____
Name: _____

Male Female Employee Student Visitor
Other please specify: _____

Address: _____ Phone #: _____

Age _____ Height: _____ Weight: _____ Complexion: _____

Distinguishing Marks: _____

Vehicle Description (if any): _____

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	1	3

Other Information:	
Has the assailant been involved in any previous incidents? If yes, provide details.	
Did any working condition contribute to the incident? <i>[condition of work environment at time of incident]</i>	
Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details:	WSIB report issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details:
Investigation Conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No Names of investigators: Review Violent Incident Investigation Checklist to ensure all details have been covered.	Reported to Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Supervisor: Date and Time Reported:
Please provide any other information you think is relevant: <i>[unusual activity that may have contributed to incident],[substance use/abuse],[relationship to complainant],[assailant's physical and mental state]</i>	
Name of Individual completing the form:	Signature of Manager:
Date:	

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	2	3



**EDUCATIONAL & WORKPLACE VIOLENCE
PROCEDURES
VIOLENT INCIDENT INVESTIGATION CHECKLIST**

Use checklist for violent incident investigations to ensure all aspects of the incident have been reviewed. Prepare an Incident report based on your findings.

1. Names, addresses, telephone numbers of complainants, assailants and witnesses.....
2. Occupation of complainants, assailants and witnesses
3. Date and time of Incident.....
4. Date and time incident reported to employer.....
5. Exact location of incident
6. Activities of complainants, assailants and witnesses before, during and after incident.....
7. Statements of witnesses and their locations.....
8. Detailed explanation of events in order of sequence of occurrence.....
9. Complainant’s account of events
10. Description of assailant(s).....
11. Description of any vehicles involved in incident.....
12. Assailant’s account of events.....
13. What participants said and did immediately before and after incident.....
14. Physical conditions of work environment at time of incident
15. Assailant’s physical and mental state prior to and at the time of incident.....
16. Unusual activity that may have contributed to incident.....
17. Substance use or abuse
18. Relationship between complainant and assailant, if any.....
19. Investigator’s relationship to complainant and assailant, if any
20. Photographs of incident site.....
21. Diagram of incident site, location of injured worker and witnesses

COMMENTS:

Send to: Human Resource Services Policy Coordinator
Send copy to: Health & Safety Coordinator

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	3	3



Human Resource Services

**EDUCATIONAL & WORKPLACE VIOLENCE
PROCEDURES**

ACCIDENT NOTICE UNDER SECTION 51 OF THE ACT

Name and address of the employer:	
The nature and the circumstance of the occurrence and the bodily injury sustained by the person:	
Description of the machinery or equipment involved:	
Time and place of the occurrence:	
Name & address of the person involved:	
Name and address of all witnesses to the occurrence:	
The name and address of any legally qualified medical practitioner by whom the person was or is being attended for the injury:	
The steps taken to prevent a recurrence:	

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	1	1

Threat Assessment Team Protocol

I. Preamble

A threat assessment is a tool that Northern College may use when facing a safety and security issue, including incidents of violence. A threat assessment is a way to assess an individual's particular physical, emotional, and psychological well-being and help that person receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the threat assessment process at Northern College is to provide early assistance in order to ensure well-being and safety and help prevent situations of concern from becoming more serious either before or after a conduct violation has occurred.

In immediate and serious threatening situations, the College reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety.

II. Convening the Threat Assessment Team

A. Discretionary Review

Individuals are to contact the Human Resource Services Policy Coordinator, at any time, to report observations of unusual behavior regardless of whether or not a Code of Conduct violation has occurred by completing the "Concerning & Disturbing Behaviour Form".

If the situation presents imminent and serious danger, call 911 immediately.

Upon receiving the Concerning & Disturbing Behaviour Form, the Manager and/or HRS Policy Coordinator will immediately conduct a preliminary investigation to determine if the report needs to be reviewed by the Threat Assessment Team. A preliminary investigation will include, but is not limited to, contacting faculty and staff who know the individual. If deemed appropriate and necessary, a meeting with the complainant/assailant will be convened. Should the individual refuse to meet and it is determined by the Threat Assessment Team as reasonably necessary to conduct and conclude its preliminary investigation and to address immediate safety concerns, the individual may be immediately removed from campus.

B. Mandatory Review

The Campus Manager and/or the Human Resource Services Policy Coordinator must convene the Threat Assessment Team any time an individual is immediately removed from the College property and when a violent incident has occurred and reported using the Violent Incident Report Form. Such action is required when the person engages in serious criminal activity or demonstrates threatening behavior

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	1	8

that constitutes a clear and present danger to the physical and/or emotional well-being of other members of the College community. In such cases, the Campus Manager is to be guided by the Student Handbook provisions that deal with behavior.

III. Composition of the Threat Assessment Team

The Threat Assessment Team membership will be as follows:

Position Rationale

- 1) Human Resource Services Policy Coordinator**
Responsible for the administration of this Policy
- 2) Campus Manager**
Responsible for overall campus safety
- 3) Director of Campus Services, Student Success CE & Distributed Learning**
Responsible for Campus Managers and Campus Services
- 4) Health & Safety Coordinator**
Responsible for college-wide health & safety matters

Auxiliary Members:

- ❖ **Student Advisors (if incident involves a student)**
Responsible for providing student with advisory and development services
- ❖ **Mental Health Counselor, Canadian Mental Health Association**
Responsible for providing mental health service to students as required
- ❖ **Police Services Officer/Member**
Responsible for police services to our community(ies)

If a conflict of interest occurs or the appearance of a conflict of interest arises for any of the Team members, or if availability is an issue, the Human Resource Services Policy Coordinator shall appoint a substitute for that individual. It should be noted that the Team will have alternate and additional members as deemed appropriate.

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	2	8

IV. Notification to the Threat Assessment Team and Student

After the Campus Manager and the HRS Policy Coordinator review a situation and decide that it warrants a review by the Team, it shall be the HRS Policy Coordinator's responsibility to assemble the Team in accordance with the provisions of Section II.

The Campus Manager and/or HRS Policy Coordinator will make a reasonable effort to provide timely written notification of the charges to the individual that includes requirements for cooperation with the investigation. The Threat Assessment Team's investigation will serve as due process. Notification may be delivered by hand or through standard email to the individual. In the absence of a conduct violation, written notification to the individual explaining that a Threat Assessment Team has been assembled to evaluate the situation will be at the discretion of the Policy Coordinator.

The Threat Assessment Team will be provided with a copy of the Violent Incident Report Form including any additional relevant information that would be useful to the Threat Assessment Team to assist in their assessment

VI. Cooperation with the Threat Assessment Team's Investigation

The individual shall fully cooperate with the Threat Assessment Team and their investigation. Failure to cooperate shall be considered and will be reflected in the Threat Assessment Team's recommendation. Requirements for cooperation and consequences for failure to cooperate shall be stated in written communication to the individual.

VII. Recommendations by the Threat Assessment Team

Once the Threat Assessment Team has concluded their investigation, a written Report with recommendations will be sent to the Policy Coordinator.

These recommendations may include:

- An opinion as to whether or not the individual may constitute a threat to the health, safety and welfare to himself/herself or others, and if, "yes", the Campus Manager/Human Resource Services Policy Coordinator will notify law enforcement.
- A suggested Action Plan if any, may include options that are contained in the attached document called *ACTION PLAN OPTIONS*.

VIII. Use of the Threat Assessment Team's Recommendations

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	3	8

Once the Threat Assessment Team has presented its report to the Human Resource Services Policy Coordinator, and recommendations are finalized, the HRS Policy Coordinator and/or Campus Manager will have a meeting with to explain the Threat Assessment Team’s recommendations.

Threat Assessment Stages

STAGE 1

The Violent Incident Report Form is completed by the Complainant and the Manager and forwarded to the Human Resource Services Policy Coordinator.

FYI - important that these two people constantly communicate their schedule

Within 24 hours, the Human Resource Services Policy Coordinator will proceed with the following:

- Review the form
- Assess the severity
- Contact the submitter to discuss and verify receipt of the form and acknowledge their concern
- Discuss the concerns addressed on Threat Assessment Form
- If necessary, the Human Resource Services Policy Coordinator will contact the “Threat Assessment Team” and proceed to Stage 2 of the “Threat Assessment Worksheet”
- Follow “the form”

STAGE 2

The Human Resource Services Policy Coordinator and the Threat Assessment Team will meet to proceed with the following:

- Team will evaluate the level of threat by way of the Threat Assessment Worksheet
- Team will score the worksheet
- Score’s will determine the risk of threat: Categories for Action
 - “Danger” Situation
 - “Caution” Student Behaviors
 - “Alert” Behaviors
 - Exceptional Cases: High Profile Threat-Related Behavior
 - Team Will Follow Action Plan

CATEGORIES FOR ACTION

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	4	8

ALERT SITUATION

The majority of “Alert” situations fall into this category. “Alert” behaviours will be communicated to the Threat Assessment Team leader for consultation. “Alert” level behaviours are those that cause concern for members of the College system, and may indicate that an individual is moving toward a greater risk of violent behavior.

CAUTION SITUATION

In general, “caution” level behaviours constitutes possible case action plan.

IMMEDIATE DANGER

Immediate Danger situations may include a person in possession of a weapon and threatening himself/others. In these cases, a threat is posed and the matter is one of immediate police intervention, not threat assessment. Threat Assessment Teams do not have an immediate role, but may be utilized following the immediate crisis to assist with the follow-up inquiry and recommendations.

NOTE: If all four of the first section “Plan” is checked, the final risk for violent behavior is automatically assessed at high which is believed to have contravened Section 264.1(1) of the Criminal Code of Canada thereby committing an offense.

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	5	8

THREAT ASSESSMENT WORKSHEET
(to be completed within 24 hours of Threat Assessment Form)

Low = 1 Med = 2 High = 3

Person: _____ Details: _____

Referred By _____ Date: _____

	Score	Unknown	LOW 1	MEDIUM 2	HIGH 3
Plan/Harm to Self or Others					
A. Details			-vague	-some specifics	-well thought out, knows when, where, how
B. Access to weapons			-unavailable, difficult to obtain	-available, but will have to obtain	-has in hand, close by, easy access
C. Time			-no specific time or in the future -plan unrealistic, unlikely to be implemented	-within a few hours -some details of plan are plausible	-immediately -plan realistic
D. Viability of plan					
Aggressive behavior			when angry does not hurt or threaten to hurt others or property	displays little anger control, considered aggressive, has explosive outbursts, believes has been treated unfairly	has set fires, has frequent explosive outbursts, believes in violence to solve problems
Discipline record			no previous discipline record	record of fighting, harassing, verbally abusive, placed on behavior contracts	has history of disciplinary problems, criminal offenses, has no trespass order and/ or suspension/ expelled
History of previous threats			no history of previous threats	Students/staff are aware of threats	has been disciplined in past for threats/behaviour
Exposure to violence			exposed to violence only through movies, stories, computer software, video games	has directly witnessed a violent incident	repeated exposure to violence
Victim of violence or abuse (verbal, sexual or physical)			no evidence that student is a victim of violence or abuse	perceives self as being taken advantage of, or a victim but no evidence that abuse has occurred	Student has been a victim of violence or abuse
Exhibits cruelty to animals			no tendency to be cruel to animals	discusses cruelty to animals with friends	has tortured or mutilated animals
Victim or perceived victim of discrimination or harassment			no history of discrimination or harassment	has a history of being teased/ bullied	documentation of being the victim of harassment and/ or discrimination
Gang membership, member of antisocial group or cult			no history of affiliation/ interest in becoming a member of a gang, antisocial group or cult	has past affiliation/ interest in becoming a member of a gang, antisocial group or cult	currently an active member of a gang or cult, sees gang as a source of power/protection
Family support			evidence of caring and supportive family relationships	history of neglect/emotional detachment/evidence of lack of caring	no evidence of early attachment to primary caretaker/little or no family support

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	6	8

Empathy, sympathy or remorse			displays normal capacity to feel for others	some indication the development of these feelings are delayed or absent	seems unable to express or feel empathy or remorse
Interpersonal/Relationship skills			has friends, respected among peers and teachers	identified as a bully, has poor interpersonal/relationship skills, has few friends/poor boundary setting skills	others afraid of the student, and/or intensely withdrawn, takes advantage of others, is considered a loner
Preoccupation with weapons, death and violent/ sexual themes			no unusual history of thinking or talking about violence, does not enjoy reading about or watching violence/ sexual	prefers and enjoys violence on TV or in movies, shows interest in weapons, talks about violence/ sexual	preoccupation with violence and death in writings, fantasy, drawings or conversation/ sexual
Drug or alcohol usage, impulsivity			does not use drugs or alcohol, is not considered impulsive	some experimentation with drugs or alcohol, 1 or 2 times a month	heavy use of drugs or alcohol, several times a week, has little impulse control
Suicide of Loved One			no experience	Suicide within the family during the past year	Previous recent attempt/suicide of loved one and/or anniversary
Conflict in Relationships			Minimal conflict at present	Unresolved/Present Conflict	Recent termination of a relationship

SCORING THE THREAT ASSESSMENT WORKSHEET

Count the number of total items in each category. Then multiply:

Low category x 1 =

Medium category x 2 =

High category x 3 =

Add that total score and divide by 3 for final score.

Less than 8 = ALERT

8 to 14 = CAUTION

14 or above = DANGER

If all four of the first sections “A Plan for Violence” are checked high, the final risk for violent behavior is automatically assessed at high. Immediate Action Required.

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR -D8.10	7	8

THREAT ASSESSMENT - ACTION PLAN OPTIONS

IDENTIFY	IMMEDIATE INTERVENTION	PLANNED INTERVENTION
ALERT		
	<p>Broadly communicate and reinforce standards of behaviour, utilize resources.</p> <p>Intervene/ Diffuse at earliest opportunity, assess further risk, document and report, follow-up if required</p>	<p>Access support such as Team Leader, Department Director, Advisors, Union Representative.</p> <p>Call 911 when there are personal and immediate safety concerns, or potential danger to self/others.</p>
CAUTION		
<p>Possible Safety Concerns, Intimidating, Frightening, Aggressive Outbursts, Threats</p>	<p>If behaviour occurs, stay calm and de-escalate.</p> <p>Faculty/Staff to intervene quickly, while ensuring physical safety.</p> <p>Document and report, analyze, broadly communicate/ reinforce standards/ behaviour. Follow up if appropriate.</p> <p>Seek resources for stress/anger/ depression, counselling.</p>	<p>Threat Assessment Team will investigate, assess risk, help establish a safety plan (may involve a Trespass Notice)</p> <p>Call 911 when there are immediate personal safety concerns or potential danger to self/ others.</p>
DANGER		
<p>Safety is jeopardized, weapons threat, physical assault, pushing, hitting, kicking, punching, threat to injure self/ others.</p> <p>Drawing pictures, writing stories in class, or making vague statements that do not, in themselves, constitute "uttering threats" as defined by law, but are causing concern for some Faculty/Staff/Students because of their violent content.</p>	<p>If behaviour occurs, avoid escalation; call security from any campus phone/ call 911. Seek a safe location, report incident within department.</p> <p>Incident investigation and accountability document/ seek resources.</p> <p>Debrief the victim, refer to Advisors/Mental Health Organization(s)</p>	<p>Campus Security/ Police 911</p> <p>Campus Manager will follow-up for Code of Conduct violations</p>

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2011-03-18	2004-06-01		PR-D8.10	8	8