



Workplace Violence

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Responsible University Officer: Vickie Hamilton, Associate Director Staff Human Resources

Primary Guideline Contact: Stephanie Wright, Employee Relations Manager

PURPOSE AND SCOPE

The University strives: 1) to prevent violence from occurring and 2) to enforce local, state, and federal laws, as well as University regulations, regarding violence or threats of violence.

GUIDELINE STATEMENT

The University espouses and practices zero tolerance for violence against any member of the University community (i.e., students, faculty, staff, administrators, and visitors). Violence and threats of violence not only disrupt the campus environment, they also negatively impact the University's ability to foster open dialogue and a free exchange of ideas among all campus constituencies.

The University has established procedures for resolving and/or adjudicating circumstances involving violence, as well as threats of violence, by University employees. A threat of violence is an expression of intention that implies impending physical injury, physical abuse, or damage to an individual or his/her belongings. Allegations of such incidents (i.e., acts and threats) will be aggressively investigated. Allegations that are sustained may result in disciplinary action, which may only be administered in a manner consistent with the terms of the applicable collective bargaining agreement in accordance with the applicable provisions of the California Education Code, and /or civil and criminal prosecution.

Members of the campus community are encouraged to promptly report any acts of violence, threats of violence, or other behavior which may result in harm to themselves or others.

HANDLING VIOLENT SITUATIONS

- A. Any University student, faculty, staff, administrator or third party who witnesses an act of violence or a potential act of violence should immediately call campus police and/or 911. If an employee is a witness or victim they should also notify their immediate supervisor as soon after the incident as possible. If the affected supervisor is the perpetrator of the act, the witness or employee should proceed up the chain of command. The witness or employee may also report the incident directly to Faculty Affairs or Staff Human Resources.

- B. In non-emergency situations, the incident should be reported first to the employee's or witnesses' immediate supervisor. If the affected supervisor is the perpetrator of the act, the witness or employee should proceed up the chain of command. The witness or employee may also report the incident directly to Faculty Affairs or Staff Human Resources.
- C. Do not attempt to physically intervene if an act of violence is occurring or imminent. Call for help. Listen to what is happening and take notes later as well as list the names of all witnesses.
- D. After being contacted about an incident of campus violence, University police will make an immediate response decision. If an act of physical violence has occurred or is imminent, the University Police will respond immediately.

Please contact Stephanie Wright at 562-985-7161 or Stephanie.wright@csulb.edu if you have any questions.

PROCEDURES

Campus Regulations XV - XX

http://www.csulb.edu/divisions/students/studentdean/campus_regulations/regulations_XV-XX.htm#reg17

General Policies and Regulations

http://www.csulb.edu/divisions/aa/catalog/current/general_policies/csulb_statement_civility_acts_violence.html

FORMS AND INSTRUCTIONS

n/a

ADDITIONAL CONTACTS

Subject	Contact	Phone	Email
Primary Guideline Contact	Vickie Hamilton	562-985-2299	vickie.hamilton@csulb.edu
Subject Matter Expert	Stephanie Wright	562-985-7161	stephanie.wright@csulb.edu

APPENDICES AND RELATED INFORMATION

Appendices (if any): n/a

Related Chancellor's Office Policies:

Chancellor's Office Human Resources Services Workplace Violence

http://www.calstate.edu/hrs/policies/policies_violence.shtml

Other Related Information: n/a

FREQUENTLY ASKED QUESTIONS (FAQ)

n/a

SEARCH INFORMATION

Guideline Group (indicate appropriate number choice): 2

- 1) Administrative & Operations
- 2) Human Resources
- 3) Finance
- 4) Information Technology
- 5) Education & Student
- 6) Senate

Department: Staff Human Resources

Division: Administration and Finance

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APPROVALS

Requester

Appropriate Administrator L3 (for new and major changes)