

Section: GENERAL INFORMATION  
Subject: Violence in the Work Place  
Number: HR 3340

I. Institutional Regulations

The College is committed to providing a safe, professional work environment. Violence on College property by employees and students is prohibited and may result in disciplinary action, up to and including discharge of employees and expulsion of students. Violence includes, but is not limited to:

- A. The offensive and/or unlawful touching by one person against another;
- B. Threats of bodily harm to another;
- C. The use of abusive language, threatening, or intimidating comments;
- D. The possession of unauthorized weapons on College property and in programs/activities. See HR 3341.
- E. Conduct detrimental to College employees, which may cause undue disruption of work or endanger the safety of persons or property;
- F. Stalking;
- G. Causing or encouraging another to commit conduct as described above.

II. Procedure

A. Definition of terms:

1. Weapons - A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Weapons may include, but are not limited to: any offensive weapon, firearms of any kind such as pistols, revolvers, or other guns, BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices or weapons directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person, explosives or incendiaries such as bombs, grenades, or fireworks, poison gas, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being. A weapon may also include any part or combination of parts either designed or intended to be used to convert any item into a weapon or to assemble into a weapon. Canisters of "mace," "pepper gas" and other such commercially available defensive devices carried and used by DMACC employees or students exclusively for personal protection may not be deemed to constitute weapons unless they are displayed or used for purposes other than personal defense.
2. College Property -
  - a. All DMACC campuses, attendance centers, dining facilities, and office buildings, whether owned, leased, or rented by DMACC.
  - b. All housing owned by DMACC or that lies within the boundaries of a DMACC campus (provided, however, that residents of such housing may possess knives having a blade exceeding five inches for cooking purposes).
  - c. No DMACC location is exempt from this policy. This includes personal vehicles located on DMACC property, DMACC vehicles, DMACC walking trails, and DMACC outdoor athletic complexes.

3. Threat - A statement or an action indicating an ambiguous or future risk of violence. Examples of threats would include statements or actions, unaccompanied by actual violence, suggesting a current propensity for future violence (e.g., "I am considering suicide," or "Someday I will make you regret what you did to me."), and ambiguous bomb threats (e.g., "There is a bomb on one of the six campuses").
- B. Employees and students who believe they have been subjected to or have witnessed violence on College property should immediately terminate all contact and communication with the offending party and notify DMACC Security (Ankeny and Urban Campuses), or their supervisor/Dean/Provost to file a Campus Incident Report located online at <https://infopath.dmac.edu/security/default.aspx>. They may also file an incident report themselves.
1. Allegations of work place violence shall be promptly investigated and, if substantiated, disciplinary action shall be taken (see HR 3235 for employee discipline; Academic and Student Services procedures for student discipline).
  2. Allegations of threats require assessment before action is taken and, depending on the nature of the threat, shall be immediately reported by Security, the supervisor, Provost, or Dean to a member of the College Crisis Management Team (CMT). The CMT shall evaluate threats, with the assistance of expert resources as needed, and direct such institutional action as is appropriate to reduce or eliminate the risk of danger.
  3. When appropriate, violations of this procedure shall be reported to law enforcement agencies for investigation.
  4. Subjecting a person to coercion or retaliation for filing a report under this procedure or for providing information regarding a report filed is prohibited.
  5. Intentional filing of a false report is prohibited. An employee found to have filed a false report may be subject to discipline.

APPROVED:



Executive Director, Human Resources

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