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 firearms or weapons. 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.

Procedure

A. Definition of terms:

1. Weapons -Include but are not limited to knives having a blade exceeding 5 inches in length, guns, firearms, fireworks, explosives or other chemicals, or any simulations of any such items. 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. Firearms - Any weapons which are designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapons, a muffler or silencer of such weapons, or any explosive, incendiary, or poison gas.
3. College Property - All property owned, leased, or utilized by Des Moines Area Community College, including all buildings, facilities, sidewalks, and parking lots located thereon and therein.
4. 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 violence on College property should immediately terminate all contact and communication with the offending party and notify Security or their supervisor/Dean/Provost to file a written report of the incident.

1. Allegations of work place violence shall be 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 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.