

# New Jersey City University

## Workplace Violence Policy and Procedure

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### Workplace Violence Policy

#### I. Purpose

The safety and security of personnel, students and visitors is of vital importance to New Jersey City University (NJCU). This policy and the companion procedure describe NJCU's position on violence and threats of violence, including domestic violence, in University facilities and on University property and identify University resources and programs to deal with such eventualities.

#### II. Policy Statement

It is the policy of NJCU to provide a safe environment in order to carry out the mission of the University in the most effective manner possible. A safe environment will be attained by appropriate employee screening, employee education and training, surveillance of the work area, and effective management of situations involving violence or threats of violence on University facilities and University property. It is the intent of the University through its policy, procedures, and practices to reduce the potential for:

- A. Intimidation or threats from occurring.
- B. Violent acts being perpetuated.
- C. Life threatening situations from developing.

#### III. Definitions:

- A. Threat: Words or action that create a reasonable perception of an intent to physically harm persons or property.
- B. Violence: Any act that results in threatened or actual harm to a person or property or which unnecessarily endangers or threatens the health, safety or well-being of another person or threatens the damage or destruction of property.

IV. Applicability: This policy and companion procedures apply to all NJCU facilities and property and to all faculty, staff, students, and visitors to the University. All employees are responsible to be familiar with and comply with this policy and companion procedures.

#### V. Policy Provisions

- A. It is a violation of law to touch another person in an unwelcome way with the intent to harm, or to threaten to do so if one has the present ability to perform the act threatened. Threats, threatening behavior, or acts of violence against employees, faculty, staff, students, customers, consumers,

visitors, guests, or other individuals on NJCU property will not be tolerated and may subject individuals to discipline, up to and including termination from employment or dismissal from the University pursuant to the applicable University, Civil Service or collective bargaining procedures. Any individual engaging in prohibited conduct under this policy is also subject to legal action.

- B. NJCU will not tolerate the following conduct or behavior:
  - 1. Threats, direct or implied;
  - 2. Physical conduct that results in harm to people or property;
  - 3. Possession of weapons on University property.
  - 4. Intimidating conduct or harassment that disrupts the work or educational environment or results in fear for personal safety;
  - 5. Other inappropriate and threatening behavior such as:
    - a. Unwelcome name-calling, obscene language and other verbally abusive behavior;
    - b. Throwing objects, regardless of the size or type of the object being thrown or whether a person is the target of a thrown object;
    - c. Physically touching another person in an intimidating, malicious, or sexually harassing manner. By way of example, this conduct includes acts such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
    - d. Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist-shaking.
- C. The NJCU Office of Human Resources will make counseling, direction, training, and education regarding violence, threats of violence, and prevention of violence available to managers, employees, and students as appropriate.
- D. University offices and officials with primary responsibility to implement and achieve the goals of this policy include:
  - 1. University Public Safety Department
  - 2. Vice President of Administration and Finance
  - 3. Director of Office of Human Resources
  - 4. University Counseling Services
  - 5. Office of the President
  - 6. Vice President of Student Affairs
- E. To supplement and enhance the services of these University offices, the Campus Crisis Assessment Team, which will include representatives from the Office of Human Resources, University Public Safety, Counseling Services, and other units when appropriate, such as Office of Student Services, Office of Academic Affairs and Office of the President, will investigate reported acts of violence or threats. The purpose of the Campus Crisis Assessment Team is to provide thorough investigation of incidents of threatening or violent conduct in order to resolve the situation, make appropriate referrals for victims and perpetrators, and make recommendations for further action.

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## **Workplace Violence Procedures**

- I. Purpose  
These procedures define and describe the processes to be followed in responding to threats of violence and managing incidents of violence or threatened violence.
- II. Definitions  
Applicable definitions may be found in the companion policy.
- III. Procedures - General  
NJCU responds to real and potential acts of violence through the following means:
  - A. Protection: The University Public Safety Department serves the University to provide a safe and protected environment for people and property in all University facilities and property. In addition to public safety services, the Department can provide safety escorts, surveillance, crime prevention programs, violence awareness and prevention programs and other services as appropriate.
  - B. Education and Training: The Office of Human Resources will periodically provide training programs and individual counseling to managers and supervisory personnel, students, and to other employees on violence-related subjects - prevention of and response to violence and threats of violence, stress management, and conflict resolution dealing with difficult people.
  - C. Prevention: The University services described in this procedure seek to prevent acts of violence at the University through training and intervention.
  - D. Intervention and Crisis Management: Training, intervention, and crisis management services are provided by the Campus Crisis Assessment Team, the Office of Human Resources and other appropriate University offices, when threats or actual acts of violence occur on University property.
  - E. Follow-Up: The CIRT Team will be available to support and counsel employees and students following acts of violence at the University.
- IV. Employing Unit Responsibilities  
Managers, including department heads, supervisors, deans and directors have the following responsibilities:
  - A. Be familiar with the NJCU Workplace Violence Policy and these procedures.
  - B. Ensure that employees under their supervision are familiar with the NJCU Workplace Violence Policy and these procedures.
  - C. Coordinate with the Office of Human Resources for workplace violence training for supervisors and managers in their functional units and for other staff as appropriate.

- D. Maintain an atmosphere conducive to appropriate resolution of disputes and an atmosphere that encourages the reporting of incidents of violence or threatening conduct.
- E. Evaluate any alleged threat or act of violence by assessing (1) whether an imminent risk of harm to persons or property exists, (2) the perceived intent and the capacity and means to fulfill the threat, (3) the duration of risk, and (4) the likelihood that harm will occur.
- F. If the circumstances do not indicate an imminent danger to persons or damage to property the responsible manager will:
  - 1. document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager will request that witnesses prepare written statements of the event;
  - 2. if an employee was involved in perpetrating an act of violence or threatening conduct, contact the Office of Human Resources to report the incident and to request guidance and assistance;
  - 3. if a student was involved in perpetrating an act of violence or threatening conduct, contact the Office of the Vice President for Student Affairs to report the incident and to request guidance and assistance;
  - 4. promptly develop and implement a plan of action.
- G. If the circumstances do indicate an imminent danger to persons or damage to property the responsible manager will:
  - 1. notify University Public Safety Office.
  - 2. seek assistance for persons needing care;
  - 3. document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager will request that witnesses prepare written statements of the event;
  - 4. if an employee was involved in perpetrating an act of violence or threatening conduct, contact the Office of Human Resources to report the incident and to request guidance and assistance;
  - 5. if a student was involved in perpetrating an act of violence or threatening conduct, contact the Office of the Vice President for Student Services to report the incident and to request guidance and assistance;
  - 6. promptly develop and implement a plan of action.
- V. Faculty/Staff/Student Employee Responsibilities
 

Faculty, staff and student employees have the following responsibilities:

  - A. Be familiar with the NJCU Workplace Violence Policy and these procedures.
  - B. Immediately report violations of the policy to an appropriate administrator (e.g., immediate supervisor, department head, University Public Safety, Office of Human Resources).

- C. Any individual who is the victim of domestic violence, or who believes he or she may be the victim of violence, is encouraged to promptly notify an appropriate administrator and University Public Safety. If the individual has obtained an order of protection, either a temporary or permanent order, from any court, which would include University property as a protected area, the individual should provide a copy of the order of protection to the appropriate administrator and to University Public Safety. Confidentiality will be maintained to the extent possible.

VI. University Public Safety Responsibilities

University Public Safety personnel have the following responsibilities:

- A. Immediately respond to calls for assistance in a situation involving violence or threats. Notify Jersey City Police Department when appropriate.
- B. Assist in restoring order in a conflict situation.
- C. Arrange for emergency medical assistance where necessary.
- D. Assist in the preparation and presentation of training on workplace violence and prevention.
- E. Participate on Campus Crisis Assessment Team.

VII. Office of Human Resources Responsibilities

The Office of Human Resources has the following responsibilities:

- A. Provide assistance to the employing unit.
- B. Assess appropriate corrective action.
- C. Notify CIRT of any reported incident of violence or threatening behavior.
- D. Arrange for appropriate periodic training programs for University personnel and students on violence-related subjects.
- E. Participate on Campus Crisis Assessment Team.

VIII. University Office of Student Services

The University Office of Student Services has the following responsibilities:

- A. Where an incident of violence or threatening conduct involves a student, assess appropriate corrective action in accordance with the Student Conduct Code.

IX. Campus Crisis Assessment Team

The Campus Crisis Assessment Team is intended to investigate and assist in dealing with serious threats and/or incidents of violence. The Campus Crisis Assessment Team is not intended to address workplace issues that should be handled with appropriate procedures at the employing unit or Student Services level. It is designed to:

- A. Assess and manage incidents involving imminent danger or violence;
- B. Work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents;
- C. Conduct an investigation and any necessary follow-up as appropriate;

- D. Provide information and make recommendations to appropriate University functional units for appropriate corrective action to prevent future incidents of violence.

Once the Campus Crisis Assessment Team is notified of an incident, the team will confer as soon as reasonably possible to determine what response from the team is necessary.