



**Title:** Violence in the Workplace  
**Effective Date:** 02/10/08  
**Date of Last Revision:** 02/10/08  
**Review Date:** 02/10/08  
**Cancellation:**  
**Office:** Human Resources (HR 500)

***Violence in the Workplace***

Louisiana Technical College (LTC) will not tolerate threats or acts of violence, including acts of domestic violence, in the workplace. All firearms and dangerous weapons are banned from the workplace. Retaliation against any employee who reports a threat or act of violence or assists LTC in the investigation of a complaint is strictly prohibited. No employee shall intentionally bring false charges against another person or employee in the workplace.

*Policy Reference:* LCTCS Policy # 4.008 Security Policy and Crime Statistics  
 LTC Violence in the Workplace Acknowledgment HR500.47  
 LTC Violence Incident Statement HR500.48  
 Executive Order MJF 97-15

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Human Resources Committee	02/24/06	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*



*Violence in the Workplace*  
**Procedures and Specific Information**

**595.1 SCOPE AND APPLICABILITY**

This policy applies to all LTC employees, and to all individuals who, while not LTC employees, perform work at LTC for its benefit.

Employees are the State's most valuable resource; and employee safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free from threats and acts of violence. Recognizing the increasing incidents of violence in the workplace, the Governor of the State of Louisiana issued an Executive Order MJF 97-15 committing the State to work towards a violence free workplace for State employees. Louisiana Technical College fully supports this effort.

**595.2 DEFINITIONS**

**595.2.1 *Acts of Violence*** - Acts of violence include any physical actions, with or without a dangerous weapon, whether intentional or in reckless disregard, that harms or threatens the safety of another individual in the workplace.

**595.2.2 *Threat of Violence*** - A threat of violence is any act or statement, which by its very nature causes a reasonable person to fear for his/her safety or that of another person.

**595.2.3 *Domestic Violence*** - A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence; sexual, emotional or psychological intimidation; verbal abuse; stalking or economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds; in heterosexual and same sex relationships, living together or separately, married, or unmarried, in short term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.

**595.2.4 *Intentional*** - Intentional is a state of mind that exists when circumstances are such that a person either actively desires or, in the ordinary course of human experience, must have known, that the consequences of his/her act or failure to act would result from his/her action or inaction.

**595.2.5 *Dangerous Weapon*** - For purposes of this PPM, a "dangerous weapon" means any firearm, knife, gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**595.2.6 *Workplace*** - Workplace includes all LTC facilities, premises or equipment and any location, leased or otherwise, where LTC employees are engaged in LTC business.

## **595.3 ROLES, RESPONSIBILITIES**

### **595.3.1 All Employees**

- 595.3.1.1** Should, where warranted, call emergency services at 911 or the appropriate law enforcement agency when experiencing or observing imminent violence or an actual incident of violence.
- 595.3.1.2** Should, intervene only if doing so would not subject themselves or others to bodily harm.
- 595.3.1.3** Should, if he/she believes a crime has been committed against him/her, report it to the proper law enforcement agency.
- 595.3.1.4** Shall report any violation of this policy to his/her immediate supervisor, or the nearest member of management. Such reports will be promptly and thoroughly investigated.
- 595.3.1.5** Shall notify his/her supervisor of any restraining orders or civil protective orders against individuals barred from the workplace. Employees may choose to submit a recent photograph of the barred individual to their section head/Regional administrator for forwarding to security officials to assist them in identifying the individual should he/she appear in the workplace.

### **595.3.2 Supervisors**

- 595.3.2.1** Shall promptly respond to issues related to workplace safety.
- 595.3.2.2** Shall determine whether the appropriate law enforcement agency/security should be contacted in the event of a potential or actual incident of violence.
- 595.3.2.3** Shall promptly inform his/her appointing authority of any violation of this policy even if the situation has been addressed.
- 595.3.2.4** Shall immediately notify his/her appointing authority in the event he/she is advised of a restraining order or a civil protective order.

### **595.3.3 Appointing Authorities:**

- 595.3.3.1** Shall contact the LTC Regional Director as soon as possible when made aware of a violation of this policy.
- 595.3.3.2** Shall work with human resources, safety officer, legal counsel, investigator and, where applicable, police/security in promptly conducting investigations concerning allegations of violations of this policy, including interviewing witnesses and parties.
- 595.3.3.3** Shall obtain from each employee who is a witness or party to a threat or act of violence a Violence Incident Statement, HR500.48. Attempts shall be

made to obtain a Violence Incident Statement from each witness, including non-employees.

- 595.3.3.4** Shall take appropriate action, disciplinary or otherwise, based on the findings of the investigation.
- 595.3.3.5** Shall exercise discretion in taking appropriate action in the event he/she is advised of a restraining order, a civil protective order or threat of violence.
- 595.3.3.6** Shall forward to (LCTCS or LTC Regional Director) Human Resources a report detailing the action taken on each incident, including copies of each Violence Incident Statement.
- 595.3.3.7** Shall warn an employee of a threat made by another to do harm to that employee.
- 595.3.3.8** Should, where warranted, contact the Employee Relations Manager for guidance and referrals.

#### **595.3.4 Human Resources**

- 595.3.4.1** Shall coordinate with the appointing authority, safety officer, legal counsel, investigator and, where applicable, police/security, the prompt investigation into any allegations of policy violations to determine the appropriate action to be taken.
- 595.3.4.2** Shall gather and confidentially maintain Department-wide information and records on threats and acts of violence in the workplace.
- 595.3.4.3** Shall consult with and advise appointing authorities regarding concerns about violent and potentially violent employees, domestic partners, or others.
- 595.3.4.4** Shall provide confidential referral services for clinical evaluation/treatment and to any employee desiring assistance with situations relating to anger, threats, or acts of violence in the workplace.

#### **595.3.5 Safety Officer**

- 595.3.5.1** Shall regularly conduct workplace analysis of LTC facilities to determine existing or potential hazards for occurrences of workplace violence and recommend appropriate modifications.
- 595.3.5.2** Shall assist the appointing authority, human resources, legal counsel, investigator and, where applicable police/security, in the prompt investigation of any allegations of policy violations to determine the appropriate action to be taken.

**595.4 ENFORCEMENT**

Employees who violate this policy will be subject to disciplinary action. In most cases, termination will result from a violation of this policy. Non-employee violations of this policy will be handled in accordance with applicable laws.

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*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*



VIOLENCE IN THE WORKPLACE ACKNOWLEDGMENT

This acknowledge that I have received, this date, a copy of the LOUISIANA TECHNICAL COLLEGE Violence in the Workplace Policy (HR1930.596), effective 01/01/06, and understand that I am required to abide by the terms and provisions of this Policy as a condition of employment with the LOUISIANA TECHNICAL COLLEGE.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

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Vice President for Career & Technical Education



VIOLENCE INCIDENT STATEMENT

Name of Person Making Statement: \_\_\_\_\_  
Campus/Region: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Title \_\_\_\_\_

INCIDENT STATEMENT

Date of Incident: \_\_\_\_\_ Location: \_\_\_\_\_  
Incident Duration: \_\_\_\_\_ a.m. /p.m. to \_\_\_\_\_ a.m./p.m.

Names of Parties Involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed description of incident: Specify WHO, WHAT, WHEN, WHERE, HOW and WHY. (If necessary, attach additional sheets). Completed statement should be forwarded to appropriate Regional Director (or administrator) or section head (copy to LCTCS Human Resources).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The contents of this statement are confidential. Its contents will only be released to individuals with a legitimate need to know or if it becomes public record by virtue of an appeal to a court or other adjudicative body.

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