Purpose
Coconino Community College (CCC) promotes a safe environment for its employees, students and visitors and is committed to maintaining an environment free from violence, threats of violence, intimidation or other disruptive behavior. The purpose of this procedure is to outline the system through which the College intends to accomplish this objective.

Definitions
Threats A threat is any behavior that by its very nature could be interpreted by a reasonable person as an expression of intent to cause emotional distress or physical harm to another person or damage to the property of another person. Such behavior constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether other conduct constitutes a threat, CCC will consider the totality of the circumstances.

Intimidation "Intimidation" is verbal or physical behavior directed toward another person(s) that results in or is intended to result in reasonable fear for a person's safety or the safety of others.

Act of Violence An "Act of Violence" is any intentional act that results in bodily harm, however slight, to another person and/or damage to the property of another person.

Procedure
Violations of this policy, and/or procedure will not be tolerated and will be subject to discipline up to and including dismissal/expulsion, criminal penalties, or both. Additionally, persons who intentionally bring false charges will be subject to disciplinary actions up to and including dismissal/expulsion.

This procedure is applicable to all staff, faculty, students, visitors, vendors, independent contracted service workers, or other non-employees doing business or being present on property owned or controlled by CCC, as well as activities related to CCC whether on or off college property. Examples may include class-related field trips.

It is the responsibility of all persons present at CCC to report any occurrence of such conduct said person is aware of. Individuals who commit such acts may be immediately removed from the premises.

Any person who experiences, witnesses, observes, is the subject of or becomes aware of a violation, whether known or suspected to be occurring, will report such information to Security as well as their Supervisor.

Any person experiencing or observing ongoing or imminent violence in the workplace should immediately call 911 for emergency assistance and notify Security.
Any person reporting any violation of this procedure, regardless of the stage of the violation may be in,

may record in writing, their observations and/or knowledge of the violation. Although confidentiality cannot be guaranteed, efforts will be made to involve only those pertinent to the investigation. The statement may be typed, printed and signed. Every effort will be made to protect the safety of persons reporting a violation of policy.

Employees must notify their supervisors and Security of any restraining orders issued against individuals (whether employees or non-employees) that apply to the workplace.

When information is received that a violation of this procedure is currently being committed, has been committed or could be committed, Security personnel will either summon assistance from Law Enforcement or make reasonable efforts, within safety limitations, to end the occurring event and protect persons and property. Security personnel will then either complete and document a thorough investigation themselves or work in concert with persons reporting to complete the investigation. The investigators will then provide a copy of the report to the appropriate supervisor, instructor, or law enforcement agency.

References
None

Procedure History
09/06/2005   New
02/19/2010   Reformatted
07/02/2025   Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review
None