

Procedure III.3008.E.a, Workplace Violence

Associated Policy

Policy III.3008.E, Workplace Violence

Purpose

San Jacinto College is committed to maintaining a safe working and learning environment for all members of the College community. In order to maintain that environment, San Jacinto College will not tolerate threats, acts of aggression or violence by employees, students, or members of the community.

This procedure establishes the processes for reporting, assessing, responding to, documenting, and reviewing incidents or concerns related to workplace violence at San Jacinto College.

This procedure supports the College's Policy on Workplace Violence Prevention, the Emergency Management Plan, and Texas Education Code §37.108, which requires public junior colleges to address prevention, mitigation, response, and recovery from emergencies.

It is the responsibility of all employees to report threatening statements or behavior by another employee, student, or visitor to the campus police immediately. Any threat or violent act by an employee or student will be referred to the appropriate office.

Scope

This procedure applies to:

- Employees (full-time, part-time, temporary)
- Students
- Community Members
- Volunteers
- Contractors and vendors
- Visitors and guests

This procedure applies to conduct occurring:

- On college-owned or controlled property
- At college-sponsored events or activities
- During college-related travel or off-campus work
- Through verbal, written, electronic, or physical means that impact the College community

Reporting Procedures

Imminent or Emergency Situations

Any individual who becomes aware of an imminent threat or active violence shall:

For On-Campus Threats

- Notify Campus Police as soon as safely possible.

For Off-Campus Threats

- Call 911 immediately, and
- Notify Campus Police as soon as safely possible.

Employees should then notify their supervisor or administrator when it is safe to do so.

Non-Emergency Concerning Behavior

Concerns that do not present an immediate threat but raise safety concerns must be reported promptly through one or more of the following channels:

- Campus Police (non-emergency)
- Immediate supervisor or administrator
- Human Resources
- Student Services (for student-related concerns)
- Behavioral Intervention Team (BIT)
- Anonymous reporting mechanism, if available

Reports should include, to the extent known:

- Name(s) of individual(s) involved
- Description of the behavior or concern
- Date(s), time(s), and location(s)
- Any witnesses
- Supporting documentation (emails, messages, screenshots, etc.)

Duty to Report

All employees are required to report the following:

- Threats of violence
- Acts of violence
- Behavior that reasonably causes concern for safety

Assessment Process

Upon receipt of a report:

- The receiving office (Campus Police, HR, Student Services, or BIT intake) will:

- Determine whether the situation involves an imminent threat
- Assess the need for immediate law enforcement involvement
- Identify the appropriate lead office
- If warranted, interim measures may be implemented immediately.
- Reports involving potential violence or threatening behavior may be referred to the BIT for assessment unless already addressed as a criminal matter.

Behavioral Intervention Team Process

The BIT may include representatives from:

- Campus Police
- Human Resources
- Student Rights and Responsibilities
- Emergency Management
- Student support services
- Center for Excellence in Teaching and Learning
- Legal and other outside consultants (as appropriate)
- Other administrators as needed

Responsibilities of BIT

The BIT will:

- Review reported behaviors and available information
- Evaluate credibility, severity, and potential escalation risk
- Consider historical behavior and contextual factors
- Identify and implement interventions

Response Options

Responses are risk-based and individualized, and may include:

- Safety planning
- Increased monitoring
- Referral to student support services
- Implementation of appropriate interventions
- Referral to law enforcement or external agencies

Coordination with Campus Police and External Agencies

Campus Police will:

- Respond to criminal behavior or imminent threats
- Coordinate with local law enforcement as necessary
- Provide security measures and safety escorts when appropriate
- Support enforcement of trespass warnings or court orders

The College may coordinate with external agencies when required to protect safety or comply with legal obligations.

Interim Measures

When necessary to reduce risk, the College may implement interim measures, including:

- Increased security presence
- Safety escort services
- Temporary reassignment or administrative leave
- Issuance of trespass warnings

Documentation and Records

All reports, assessments, decisions, and actions taken under this procedure will be:

- Documented in accordance with College policies, procedures, and state guidelines
- Maintained in compliance with applicable record retention requirements
- Handled consistently with FERPA, HIPAA privacy laws, and college policy

Confidentiality and Information Sharing

- Information will be shared on a need-to-know basis to protect safety and comply with the law.
- Absolute confidentiality cannot be guaranteed when safety concerns exist.
- The College will balance privacy considerations with its obligation to maintain a safe campus community.

Protection from Retaliation

Retaliation against individuals who report concerns or participate in the behavioral assessment or response process is strictly prohibited and may result in disciplinary action according to college policy.

Training and Awareness

The College will provide training and awareness activities related to:

- Recognition of warning signs and behaviors of concern
- Reporting pathways and responsibilities
- BIT processes
- Roles during emergencies

Training may be provided through onboarding, periodic refreshers, or individualized sessions.

Review

This procedure will be reviewed periodically and updated as necessary to reflect legal requirements, best practices, and institutional needs.

Legal Alignment and Authority References

Texas Education Code §37.108 – Emergency Operations Planning requirements for public junior colleges.

Texas Penal Code (Chapters 9, 22, 42, 46) – Reckless endangerment, assault, threats, disorderly conduct, and weapons laws.

Clery Act (20 U.S.C. §1092(f)) – Campus safety and crime reporting obligations.

FERPA (20 U.S.C. §1232g) – Student education record privacy requirements.

Texas Government Code §552 – Public Information Act considerations.

Definitions

For purposes of this procedure, operational definitions include:

Workplace Violence: Any act or threatened act of physical violence, intimidation, harassment, or other disruptive behavior occurring at the workplace or in connection with institutional activities.

Threat: Any verbal, written, electronic, or behavioral expression—direct, indirect, or conditional—indicating intent to harm individuals, property, or the institution.

Non-Physical Violence: Includes intimidation, stalking, harassment, bullying, coercion, domestic or dating violence spillover, and credible threatening communications.

Workplace: Any location where institutional business is conducted, including campuses, facilities, vehicles, remote work environments, and sponsored events.

Behavior of Concern: Observable behavior that may indicate distress, escalation, or potential for harm, even if no explicit threat has been made.

Imminent Threat: A situation in which there is an immediate and credible risk of harm to individuals or property.

Behavior Intervention Team (BIT): A multidisciplinary team designated by the College to assess reported concerns, evaluate risk, and coordinate intervention and management strategies.

Date of SLT Approval	March 24, 2026
Effective Date	May 5, 2026
Associated Policy	Policy III.3008.E, Workplace Violence
Primary Owner of Policy Associated with the Procedure	Vice Chancellor for Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director of Emergency Management