

Acts of Violence in the Workplace: Complaints against Non-Faculty Employees

The University of Southern California is committed to maintaining the university as an academic community providing an orderly and attractive place for learning, teaching, work and study, free from all forms of violence. We are committed to maintaining a strict policy that prohibits acts of violence, harassment, or intimidation in any form. All acts of violence will be taken seriously and will be dealt with appropriately. All alleged acts of violence must be reported.

This policy applies to acts of violence, intimidation, and inappropriate aggression committed by any non-faculty employee in the categories noted below. Acts of violence prohibited by this policy include, but are not limited to, conduct: on university property at all times (during, before and after work hours); involving any member of the university community in the surrounding neighborhood; while on university business regardless of location; and at offsite locations or functions and events under the auspices of the university.

Sexual harassment is dealt with under a separate policy. When an act constitutes sexual harassment, the policy on sexual harassment takes precedence.

Categories of Acts of Violence

The acts noted below are considered to be acts of violence or signs of potential violent behavior and will prompt an investigation.

- Swears at or is aggressively belligerent toward students, faculty, staff, customers or vendors such that a climate of intimidation exists.

Issued by: Todd R. Dickey
Senior Vice President for Administration

Chrysostomos L. Nikias
Provost and Senior Vice President,
Academic Affairs

Date issued: July 1, 2008
University of Southern California
Page 1 of 5

- Sabotages equipment or intentionally damages or destroys property belonging to the university or to other people.
- Utters or sends a threat, wish or intent to hurt students, faculty, staff, customers or vendors, in person, to a third party, or through a written, electronic, verbal, or visual communication.
- Initiates, causes or exacerbates physical altercations.
- Commits homicide, sexual assault, or arson, or inflicts bodily harm.
- Repeatedly follows or harasses another person or makes a threat which places that person in fear for his or her safety, or the safety of his or her family.
- Possesses a gun (excludes permitted staff in the Department of Public Safety).
- Displays a gun, knife, or other weapon in a threatening manner, inappropriately, and without authorization.
- Threatens or attempts to commit suicide.

Procedures

1. Any employee who becomes aware of an alleged act of violence as defined above must immediately report it to Career and Protective Services at (213) 740-6204;
2. If the alleged act appears to represent an immediate threat of harm to any individual, it should also be reported immediately to the Department of Public Safety at (213) 740-4321, or may be reported concurrently to the University's Department of Public Safety and an appropriate law enforcement agency (e.g., Los Angeles Police Department).
3. Except as may be necessary to the investigation and remediation, any report of an alleged act of violence will be kept confidential.

Issued by: Todd R. Dickey
 Senior Vice President for Administration

 Chrysostomos L. Nikias
 Provost and Senior Vice President,
 Academic Affairs

Date issued: July 1, 2008
 University of Southern California
 Page 2 of 5

4. Staff assigned as investigators by Career and Protective Services shall review, investigate and evaluate the alleged act of violence. Where appropriate, the investigator(s) may consult a mental health specialist or behavioral specialist specializing in workplace violence.
5. The investigator shall inform the individual who allegedly committed the act that an investigation is being conducted, except when doing so would risk provoking further violence.
6. The investigator shall make findings of fact and develop recommendations for dealing with the alleged act of violence.
7. The investigator also shall consider whether the complainant's allegations are made in good faith. If the investigator determines that the allegations were made in bad faith, appropriate remedial or disciplinary action against the complainant, will be recommended. Bad faith allegations include those that are knowingly false, capricious, maliciously motivated or intentionally dishonest or made with reckless disregard for or willful ignorance of facts that would disprove the allegation
8. The investigator may personally interview each of the principals involved as well as others with relevant information. In making a determination of whether there is sufficient basis for the complaint, the investigator may consider the perceptions of the complainant, the alleged offender, witnesses to the incident and others who have information about the presence or absence of conduct following the same pattern. All records and reports of the investigator will be kept confidential, except as may be necessary to communicate with necessary university personnel or

Issued by: Todd R. Dickey
Senior Vice President for Administration

Chrysostomos L. Nikias
Provost and Senior Vice President,
Academic Affairs

Date issued: July 1, 2008
University of Southern California
Page 3 of 5

law enforcement authorities in the investigation and remediation of the alleged act.

9. The Chief, Department of Public Safety, will inform law enforcement authorities of any alleged act of violence that may constitute a violation of public law.
10. No one involved in the investigation—the person alleged to have violated the policy, the complainant, or any witnesses—may be retaliated against in any way by any of the persons involved in the investigation. Any form of retaliation may result in disciplinary action.

Recommendations

Recommendations made by the investigator may include, but are not limited to:

- 1) a psychological assessment, a fitness for duty evaluation, counseling, or similar remedial or preventive steps, which may be required as a condition of continued employment;
- 2) an informal resolution, action to remedy harm, professional counseling, oral warning, written warning, unpaid administrative leave, or immediate termination.;
- 3) for findings showing that the complainant has made a bad faith allegation of violence or threats of violence, the investigator may recommend remedial or disciplinary action as contained in either 1) or 2) above.

The findings of fact and recommendations from the investigator shall be forwarded to the Associate Senior Vice President for Administrative Operations for a determination of action to be taken.

Issued by: Todd R. Dickey
Senior Vice President for Administration

Chrysostomos L. Nikias
Provost and Senior Vice President,
Academic Affairs

Date issued: July 1, 2008
University of Southern California
Page 4 of 5

Action

The Associate Senior Vice President for Administrative Operations will prescribe the remedial or disciplinary action and will notify the individual who is the object of the alleged act of violence, the individual who allegedly committed the act, and the supervisor(s) in the affected department(s) of the prescribed action. Departments are required to implement the remedial or disciplinary action prescribed by the Associate Senior Vice President of Administrative Operations.

A non-faculty employee may file a written appeal with the Senior Vice President for Administration within ten (10) business days of his or her receipt of notice of the disciplinary action.

Questions about this policy should be directed to Career and Protective Services at (213) 740-6204.

Issued by: Todd R. Dickey
Senior Vice President for Administration

Chrysostomos L. Nikias
Provost and Senior Vice President,
Academic Affairs

Date issued: July 1, 2008
University of Southern California
Page 5 of 5