

| | |
|--|---------------------------------|
| Policy: Workplace Violence Prevention | Policy Number: I-6.12 |
| Policy Owner(s): Human Resources | Original Date: 3/10/2006 |
| Last Revised Date: 2/2/2017 | Approved Date: 3/30/2017 |

- I. **POLICY:** John Carroll University (JCU) prohibits and will not condone any acts or threats of violence by any person on or off property owned or leased by the University or any University-affiliated entity, while they are engaged in work, events or activities with or on behalf of the University.
- II. **PURPOSE:** John Carroll University is committed to preventing workplace violence and to maintaining a safe work environment.
- III. **SCOPE:** All employees and Persons on campus or on property owned or controlled by John Carroll University.
- IV. **DEFINITION:**
Persons: Any student, employee, contractor, visitor or any other person on University property.
- V. **GUIDELINES:**
 - A. To ensure that the objectives of this policy are met, the University will take prompt corrective action, up to and including termination, against any employee engaging in any threatening verbal or physical behavior or other acts of violence. The University will take other appropriate action – including contract termination, exclusion from University property, etc. – related to contractors, visitors, students or others who engage in any threatening verbal or physical behavior or other acts of violence.
 - B. Weapons, firearms (including concealed handguns), and ammunition are prohibited on property owned or controlled by the University under the University Firearms and Other Weapons Policy, with the exceptions noted in the Firearms and Other Weapons policy.
 - C. No employee, student, contractor, non-employee or visitor is allowed to bring a prohibited weapon anywhere on property owned or controlled by the University or any University-affiliated entity or sponsored event, except as indicated in the Firearms and Other Weapons Policy. John Carroll University reserves the right to search persons entering the

University premises where possession of firearms or other weapons is suspected.

- D. Employees have a duty to report the possession of a prohibited weapon by any Person to the John Carroll University Police Department (JCUPD) or other appropriate law enforcement agency.
- E. Weapons prohibited by the University Firearms and Other Weapons Policy include, but are not limited to, firearms, ammunition, bombs, knives or any other instruments, devices or substances designed, intended or used to inflict harm upon persons or property at work or on property owned or controlled by the University or a University-affiliated entity.
- F. Employees are required to notify the JCU Police Department (216-397-1234) if they observe or become aware of any immediate threat and/or violent or potentially violent situation. This includes threat to the safety of a University community member or to the campus.
- G. Employees are expected to notify the JCU Police Department if they suspect, observe or otherwise learn of any suspicious or potentially violent or threatening situations or behavior involving Persons on property owned or controlled by the University.
- H. Employees who become aware of and are concerned about suspicious behavior should report their concerns to their supervisor, Human Resources and/or [The Threat Assessment Team](#). Supervisors have a duty to report any such concerns to the Human Resources Department.
- I. Employees may consult with JCUPD and/or the Human Resources Department regarding safety information and resources.
- J. Escort safety services to and/or from University buildings and vehicles are available through the JCUPD twenty-four hours a day.
- K. Employees are encouraged to notify JCUPD when working unusual hours or when working in an isolated or unfamiliar place.

VI. CROSS REFERENCES:

Corrective Action Policy

Firearms and Other Weapons Policy

Sexual Harassment and Interpersonal Violence Policy and
Complaint Resolution Process Policy

[JCU Police Department webpage](#)

[JCU Threat Assessment Team webpage](#)