

# Pine Technical and Community College Policy

## 1C.PTCC.5 Workplace Violence

**Chapter:** 1 – College Organization

**Date:** 3/3/2022

### Part 1: Background

In adherence to Minnesota Statutes 15.86, and in accordance with Minnesota State Procedures 1C.01 Part 4, Subpart F, Employee Code of Conduct, Pine Technical and Community College (PTCC) is committed to a workplace environment free from harassment, threats, intimidation, coercion, and any form of violence for all members of the campus community including employees, students, and visitors of the college. It is the responsibility of all employees to promote and maintain a productive environment for learning and working by enforcing “zero tolerance” for violent behavior.

Through education and training, PTCC seeks to foster a work environment and culture that is absent of violence for employees, students, and customers. PTCC acknowledges that violent situations occur. For those situations, the college will attempt to reduce the negative consequences of violence for those employees or students who are victims.

### Part 2: Definitions

#### Workplace

Workplace refers to any location, permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to PTCC buildings and surrounding perimeters, including parking lots, field locations, classrooms, alternate work locations, PTCC-sponsored events, college owned or leased vehicles.

#### Violence

Minnesota Statute 15.86 defines violence as follows:

“Violence is the abusive or unjust exercise of power, intimidation, harassment and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, suffering or death.”

### Part 3: Acts of Work-Related Violence

PTCC prohibits threats and acts of violence in the workplace. Prohibited conduct includes, but is not limited to:



- The actual or implied threat of harm to an individual (including oneself) or a group of individuals.
- Striking, punching, spitting, grabbing, pinching, shoving, slapping, or other forms of physical attacking.
- Fighting or challenging another person to fight.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Throwing equipment and/or damaging college property.
- Harassing surveillance or stalking.
- Making telephone calls or sending emails that threaten, intimidate, or harass.
- Intentionally impeding one's path, not allowing them to pass.
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress.

#### **Part 4: Possession/Threat/Use of Dangerous Weapons**

PTCC prohibits the possession, use, or threat of dangerous weapons as defined in Minnesota Statute Section 609.02, on the college campus or at a college-sponsored event or activity, except by authorized personnel (such as law enforcement officials). Refer to Minnesota State Policy 5.21 Possession or Carry of Firearms.

##### **Subpart A. Prohibited Weapons**

Prohibited weapons include (but are not limited to):

- Any weapon which, per applicable law, is illegal to possess.
- Any firearms, loaded or unloaded, assembled or disassembled, including pellet, "BB" and stun guns (electronic incapacitation devices)
- Replicate firearms, as defined in Minnesota Statute 609.713
- Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific purpose of food preparation and service
- Any "switchblade" knife
- "Brass knuckles," "metal knuckles," and similar weapons
- Bows, crossbows, and arrows
- Explosives and explosive devices, including fireworks and incendiary devices



- “Throwing stars,” “nunchucks,” clubs, saps, and any other item commonly used as or primarily intended for use as a weapon
- Any other object not listed above that has been modified to serve as or has been employed as a dangerous weapon

#### **Subpart B. Exceptions**

- Equipment such as unsharpened knives or swords may be possessed on campus during PTCC recognized clubs or class activities. Such equipment must be kept in the classroom, club storage area, or the advisor or instructor’s office. Prior approval from the club advisor or instructor must be obtained before such activity.
- Firearms, used for theatrical purposes must be disabled and stored with the faculty/director when not being used in rehearsal or theater production.
- Knives and swords used for a culturally specific practice may be permitted with notification to maintenance.
- Firearms used for academic purposes in the Gunsmithing department. Refer to PTCC Possession of Firearms Policy for additional guidance on exceptions.

### **Part 5: Reporting and Investigation**

#### **Subpart A. Reporting Obligation**

All members of the PTCC community have an obligation to help maintain a safe work environment. Threats of violent behavior must be reported. The college shall maintain the confidentiality of workplace violence investigations to the extent possible. Any individual who believes they have been or may be a target of violence should contact Human Resources or local law enforcement.

Administrators and supervisors are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. They will ensure that, when a threat is made or violent incident occurs, an appropriate response is immediately taken. Administrators and supervisors will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made. They will carry out these responsibilities with the assistance of the Human Resources Office and as appropriate, other state and local government agents.

#### **Subpart B. Investigation**

Upon report of an alleged violation of this policy, PTCC will take prompt action which may include immediate action to ensure the safety of employees, students, and visitors at the college.



1. Employees: The Chief Human Resources Officer or designee will investigate allegations of workplace violence and recommend disciplinary action, if warranted, to address any threats or acts of violence.
2. Students: The Vice President of Academic and Student Affairs or designee will investigate allegations of student-related violence and recommend discipline according to the Student Code of Conduct.
3. Visitors: The Chief Human Resources Officer or designee will address allegations of violence or threats of violence by visitors including referral to law enforcement, if warranted.

### **Part 6: Consequences of Policy Violation**

Violations of this policy are subject to timely involvement of law enforcement agencies when appropriate.

#### **Subpart A: Employees**

Employees in violation of this policy will be subject to disciplinary action as set out in the contracts governing their conditions of employment.

#### **Subpart B: Students**

Students in violation of this policy will be subject to discipline as defined in PTCC Student Code of Conduct policy.

#### **Subpart C: Visitors**

The college will respond promptly, including referral to law enforcement, if warranted, to any violence of visitors.

### **Related Documents:**

Minnesota Statute 15.86 <https://www.revisor.mn.gov/statutes/?id=15.86>

Minnesota State Board Policy 1C.0.1 Employee Code of Conduct  
<https://www.minnstate.edu/board/procedure/1c0p1.html>

Minnesota State Board Policy 5.21 Possession or Carry of Firearms  
<https://www.minnstate.edu/board/policy/521.html>

5.PTCC.21.1 Possession or Carry of Firearms



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*Custodian of Policy: Chief Human Resources Officer*

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*Date and Subject of Amendments:*

*3/18/2022 – Formally Policy 123 Violence Protection*