



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: GENERAL PROCEDURES REGARDING REPORTING INCIDENTS OF CAMPUS VIOLENCE	Code: GG0302
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Policy Reference: G0303, Campus Safety (Workplace Violence)

The following procedures provide direct steps an individual may take to report campus violence. It is recommended that the procedures be widely disseminated throughout the institution.

1. Employees and Visitors

- A. All threats of physical bodily harm or acts of such violence shall be reported to the MATC Public Safety Department Emergency Response Center, Extension 76200.
- B. The Public Safety Department will respond and investigate every complaint to ascertain the immediate danger and take appropriate action to insure immediate safety on campus. During any local investigation, only those individuals and MATC officials with a need-to-know will be contacted.
- C. The Public Safety Department will notify the supervisor of an employee who poses a threat of physical bodily harm, or the potential for violence within the workplace. In those cases where a student is involved, the Director of Student Life shall be immediately notified so appropriate action can be taken by that office.
- D. Situations may require the temporary removal of an employee from the workplace, while an investigation is being conducted. The Human Resources Department shall be responsible for determining appropriate employee status.
- E. The Public Safety Office will keep an updated copy of all temporary or permanent restraining orders either obtained by the college or presented to them by students and employees. Those restraining orders will be reviewed with all Public Safety Officers to make them aware of potential dangerous situations. The restraining order is a public court order and will be shared with those in the college with a need-to-know.
- F. The Public Safety Department may notify local police in those situations which would constitute a violation of city ordinance, state statutes or federal acts. Local police will make a determination on whether an arrest will be made or a warrant obtained. Whenever a weapon of any kind is involved in an incident local police will be notified.



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- G. Persons who wish to report incidents of Campus Violence and want to remain anonymous should call the MATC WE TIP line at 297-TIPP (297-8477). Reported information will be investigated.

2. Student Violations

Reference: Student Code of Conduct Handbook dated 8/1/97

- A. If a student exhibits behavior that constitutes an immediate danger to members of the MATC community, the Public Safety Office should be notified immediately. Phones are available in most classrooms, and emergency phones are available at designated areas on all campuses.
- B. In conjunction with Public Safety, the Director of Student Life (or designee) will investigate and adjudicate all violations of the Student Code of Conduct. Disciplinary sanctions will be applied for what are found to be threats of bodily harm which may include Disciplinary Suspension and/or Termination. Furthermore, legal prosecution may be considered.