



REPORTING WORKPLACE VIOLENCE PROCEDURE (HUM-P033)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for CMCSS employees to report any suspected violations of the Workplace Violence Policy (see HUM-A081).

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 CMCSS Employees

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Department
- 3.2 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Workplace Violence: A range of behavior including, but not limited to:
 - 4.2 overt acts of physical violence towards oneself or others
 - 4.3 direct or indirect threats of violence towards oneself or others
 - 4.4 conduct such as intimidation or threatening/aggressive or disruptive behavior that causes a reasonable concern for safety from violence in the workplace
 - 4.5 intentionally damaging employer property or property of another employee
 - 4.6 possession of a weapon while on District grounds/property or while conducting District business except as expressly permitted by law.

5.0 PROCEDURE:

- 5.1 Employee becomes aware of or witnesses conduct or behavior, which he/she suspects violates the Workplace Violence Policy (HUM-A081), as well as any circumstances that raise concern for safety from workplace violence, including but not limited to suspicious individuals or activities.
 - 5.1.1 Employee becomes aware of protective or restraining order that lists or applies to a CMCSS workplace as a protected area.
- 5.2 Employee makes a report of such suspicion or knowledge to his/her School/Building Administrator.
 - 5.2.1 Employee reports should be as specific and detailed as possible. Reports can be made anonymously, and all reported incidents will be investigated.
 - 5.2.2 Employee reports which warrant confidentiality will be handled with discretion as permitted by law, and information will be disclosed to others on a need-to-know basis.



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- 5.3 The School/Building Administrator notifies law enforcement in the event of an emergency and then the Safety and Health Department of the report.
- 5.3.1 CMCSS will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities.
- 5.3.2 To maintain workplace safety and the integrity of its investigation, CMCSS may suspend employees suspected of engaging in workplace violence or threats of violence, either with or without pay, pending investigation.
- 5.3.3 Any CMCSS employee determined to have violated the Workplace Violence Policy (HUM-A081) will be subject to disciplinary action, up to and including termination.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Workplace Violence Policy ([HUM-A081](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Workplace Violence Reports	HR Dept.	Indefinite	Does not apply	Locked offices in secure building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/16		Initial Release
3/22/17	A	Updated approval authority.
1/17/18	B	Change Risk Management/Safety Coord. to Safety and Health Director
2/13/19	C	Added CHRO to approval authority (3.2)
2/11/22	D	Update 5.3 to Department instead of Director and instructions when a report is received.
4/19/23	E	Administrators notify law enforcement then S&H.

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