The persons covered by this procedure include: all full-time, part-time, and temporary employees; employment applicants; students and prospective students; non-employee volunteers who work subject to the control of a College employee; guests; contractors; vendors; and other affiliates for conduct that occurs in the course of official College business, events or programs.

Any and all forms of violence, threatening behavior, harassment or stalking which involve or affect the College or which occur on the College's campus, sites and other campus locations are prohibited. For purposes of this procedure, “the campus” is collectively defined as the College’s premises, public property within or immediately adjacent to the campus and in or on non-campus buildings and/or property that the College owns or controls, and any off-campus location where an Employee is on official duty or travel status. Any and all threatening behavior, violent actions, harassment and stalking committed by or directed toward the persons covered by this procedure, as noted above, is strictly prohibited. Prohibited behavior includes threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

The College will actively work to prevent and eliminate violence, threatening behavior, harassment and stalking on campus. The College will respond promptly and decisively to violence, threatening behavior, harassment and stalking on campus. This response may include termination of Employees and expulsion of Students and will include timely involvement of law enforcement agencies, when appropriate. The College’s response may also include removal of third party vendors from campus or termination of contracts with such vendors. Engaging in violence, threatening behavior, harassment or stalking has been and is considered a serious form of Employee and Student misconduct.
“Violence, Threatening Behavior, Harassment and Stalking” Defined
Violence, threatening behavior and harassment include conduct against persons or property that is offensive, intimidating, hostile, injury-producing, or abusive. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

General Examples of Prohibited Conduct
- All threats or acts of violence occurring on the campus, regardless of the relationship between the College and the parties involved.
- All threats or acts of violence not occurring on the campus but involving someone who is acting in the capacity of a representative of the College.
- All threats or acts of violence not occurring on campus involving an Employee of the College if the threats or acts of violence affect the interests of the College, Employees, and/or Students (i.e., while on official travel).
- Any threats or acts of violence resulting in the conviction of an Employee or agent of the College, or of an individual performing services on the College’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the College.
- Any form of retaliation against any Employee or Student who complains about threatening behavior, i.e., stalking, violence, threatening behavior, or harassment.

Specific Examples of Prohibited Conduct
This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:
- Slapping, hitting, punching, grabbing, or shoving an individual;
- Sexual assault;
- Violent behavior;
- Behavior resulting in injury or harm;
- Making threatening remarks;
- Threatening to harm an individual or his/her family, friends, associates, or their property;
- Intentionally damaging or destroying or threatening to damage or destroy property owned, operated, or controlled by the College or property of another Employee;
- Making or sending harassing or threatening telephone calls, letters or messages (electronic, print or other method);
- Intimidating or attempting to coerce an Employee or Student to do wrongful acts that would affect the interests of the College;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Verbally abusing or harassing an individual;
- Committing acts motivated by, or related to, sexual harassment or domestic violence;
- Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on the campus. While certain Employees of the College may be required as a condition of their work assignment to possess firearms, weapons, or dangerous devices on campus, or are permitted to carry them as authorized by law, such Employees are to use such firearms, weapons, and dangerous devices in accordance with campus operating procedures and all applicable state and federal laws. (See the IRSC Firearms or Weapons Policy 6Hx11-3.152.)

Possible Warning Signs of Violence
- Verbal
  - Talking about weapons;
  - Using an angry or threatening tone;
  - Shouting, screaming, cursing;
  - Making threats or sexual comments;
  - Challenging rules or authority;
  - Making unreasonable demands;
  - Talking irrationally.

- Physical Signs
  - Having a weapon;
  - Nervous pacing, restlessness;
  - Clenching fists or jaw, tightly gripping objects;
  - Violent gestures, including pounding on or breaking objects;
  - Angry looks or staring;
  - Staggering, slurred speech.

Stalking Behaviors
Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:
- Repeated, unwanted communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
• Surveillance or other types of observation including staring and/or “peeping.”
• Trespassing;
• Vandalism;
• Inappropriate or unwanted touching;
• Direct verbal or physical threats;
• Gathering information about an individual from friends, family, and/or co-workers;
• Threats to harm self or others;
• Defamation – lying to others about the victim.

Cyber Bullying (See AP-3.132)
This is defined as a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose and may include inappropriate or unwanted use of online, electronic, or digital technologies, including:
• Posting of pictures or information in chat rooms or on Web sites;
• Sending unwanted/unsolicited e-mail or talk requests;
• Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
• Installing spyware on a victim’s computer;
• Using Global Positioning Systems (GPS) to monitor a victim.

Victims’ Rights
Employees, employment applicants, students, prospective students, and visitors have the right to pursue their employment and educational goals with IRSC free from the violent, threatening, harassing, or stalking behaviors of others. Victims of violence, threatening behavior, harassment or stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the employees and students who report violence, threatening behavior, harassment or stalking have the right to:
• Treatment with dignity and respect, not subjected to biased behaviors or judgments;
• No-contact order (when possible, reasonable requests will be accommodated);
• Services of a victim advocate;
• Change in an academic and/or work schedule (when possible, reasonable requests will be accommodated);
• When applicable, provision of alternative housing opportunities or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. When possible, reasonable requests will be accommodated;
• The imposition of an interim suspension on the accused when possible and applicable;
• The provision of resources for medical and/or psychological support;
• All support services regardless of the choice to file a school or criminal complaint;
• Submission of a written account of the incident;
• For assistance obtaining the above safety accommodations for employees, please contact the Dean of Human Resources;
• For assistance obtaining these safety accommodations for Students, please contact the Vice President of Student Affairs or the Health and Wellness Coordinator.
• In safety is an immediate concern, contact local law enforcement or Campus Security for assistance.

Rights of Accused
Employees and/or Students accused of violence, threatening behavior, harassment or stalking behaviors have the right to access College policies and procedures and State and Federal Laws.

Application of Policy and Procedure
• Violations of this policy will be treated seriously by the College. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident.
• The College will seek severe disciplinary penalties, up to and including termination, against employees who are involved in the commission of threatening behavior, violence, harassment, and/or stalking.
• Any students alleged to be in violation will be subject to disciplinary action including expulsion in accordance with the due process procedures of the Student Affairs Committee, and other established procedures.
• The College is committed to quickly dealing with threatening behavior, violence, harassment and stalking. Managers and supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations on campus and to protect people from harm. They will ensure that, when a threat is made or a violent incident occurs, appropriate personnel are immediately notified.
• The College is further committed to supporting the continuation of a good working relationship with College Campus Safety and Security and local law enforcement, employing legal remedies that address issues of workplace violence (i.e., restraining orders), and creating and maintaining the highest practical level of physical security on campus.
• In compliance with Florida Statutes, the College shall refer all sexual assault, sexual misconduct, other acts or crimes of violence and suspected child abuse occurring on its campuses, in its facilities, or at its functions, to local and state law enforcement and applicable governmental agencies and will cooperate fully with the enforcement of federal,
State, and/or local laws. College disciplinary proceedings may proceed before, during or after criminal proceedings.

- The College may support criminal prosecution of those who threaten or commit violence or engage in harassment and/or stalking against its Employees, Students, college partners, and visitors to its campus.

**The Protection of Vulnerable Persons**

‘The Protection of Vulnerable Persons Act’ (see IRSC Board policy 6Hx11-3.153) states that the Board and College will do everything within its power to protect all persons under the age of 18 from sexual or child abuse. As such, IRSC specifically ensures the responsibility for all employees to immediately report any knowledge or reasonable suspicion of child abuse, neglect, or abandonment taking place on College property or at College-sponsored events to the Florida Abuse Hotline in order to prevent future or continuing occurrences.

IRSC must take the proper precautions to inform all employed persons that it is a felony violation of State law to willfully and knowingly fail to report such incidents, or willfully and knowingly prevent another person from doing so. Per the penalties set forth in law, the College may be subject to fines of $1 million dollars for each such failure.

**Employee and Student Obligations**

All potentially dangerous situations must be reported immediately. If an Employee, Student, or visitor believes he/she or others are in immediate danger, Campus Safety and Security should be contacted immediately. Reports of violence, threatening behavior, harassment or stalking should be made to any of the following persons/departments:

- **If Employee:**
  - If in immediate danger, call 911;
  - Immediate Supervisor;
  - Any supervisor (if the report cannot be made to the immediate supervisor);
  - Dean of Human Resources or designee, 772.462.7275;
- **Campus Safety and Security, 772.462.4755**
- **If Student:**
  - If in immediate danger, call 911;
  - Campus Safety and Security, 772.462.4755;
  - Health and Wellness, 772.462.7825;
  - Vice President of Student Affairs or designee, 772.462.7475;
Confidentiality
While confidentiality shall be maintained to the extent possible while still meeting the requirements of conducting an appropriate investigation and reporting illegal acts to appropriate authorities, the College cannot guarantee confidentiality. Witnesses interviewed will be advised and charged with maintaining confidentiality as well.

Retaliation
No person covered under this procedure shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against an individual who has filed a complaint, participated in an investigation, or openly opposed any unlawful or questionable practice, and will subject the person who retaliates to disciplinary action.

False or Malicious Complaints
Any of the persons covered under this procedure that may be found to have acted dishonestly or maliciously in making complaint allegations, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.