

**REPORTING + INVESTIGATION OF INCIDENTS OF CAMPUS VIOLENCE<sup>1</sup>**

Confederation College's "Campus Safety + Security" policy outlines the College's commitment to a safe and secure learning community:

*"It is the policy of Confederation College that all members of the College community have a right to an environment that is free of campus violence."*

The "Reporting + Investigation of Campus Violence" procedure outlines the steps to be taken in reporting and investigating incidents of campus violence<sup>1</sup>.

**DEFINITIONS:**

The following terms, referenced in the flowchart to the right, are based on the definitions included in the policy and procedure. For further information, please refer to the full text of the documents.

<sup>1</sup>"Campus Violence" means any act, gesture or comment that occurs on a college campus, in a college workplace or in association with a college-sanctioned activity, that would constitute:

- **violence** as defined in the *Criminal Code of Canada* or,
- **workplace violence** as defined by the *Occupational Health and Safety Act*.

"Violence" means any hostile act, gesture and / or comment that harms or has the intent to harm another individual within the meaning of the *Criminal Code of Canada*, including, but not limited to, assault, sexual assault, assault causing bodily harm, threat of assault, uttering threats of death or damage, criminal harassment

**"Workplace Violence" means:**

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

<sup>2</sup>"Complainant" means an individual alleged to have been subjected to campus violence

<sup>3</sup>"Witness" means an individual who has observed an incident of campus violence

<sup>4</sup>"Person having knowledge" means an individual (other than a complainant, alleged offender or witness) who has knowledge of an incident of campus violence

<sup>5</sup>"Alleged offender" means an individual who is alleged to have engaged in campus violence

<sup>6</sup>"Stakeholders" mean persons having a "need to know" of a reported incident of campus violence, including:

- in the case of employees: the manager; the Director of Human Resources Services and the Vice-President (Student + Corporate Services)
- in the case of students: a Dean; the Director of Student Success and the Vice-President (Academic)
- the Manager, Health + Safety, and the Co-chairs of the Threat Assessment Team
- at the Thunder Bay Campus, Campus Security Partners; at regional campuses + offices, Campus and Office Managers
- policy coordinators

**WHEN AN INCIDENT OF CAMPUS VIOLENCE<sup>1</sup> OCCURS:**

ACTION:	COMMUNITY MEMBERS	MANAGERS:	CAMPUS SECURITY PARTNERS:
<b>TO REQUEST URGENT + IMMEDIATE ASSISTANCE:</b>	<p><b>THE COMPLAINANT<sup>2</sup>, WITNESS<sup>3</sup> OR PERSON HAVING KNOWLEDGE<sup>4</sup> WILL:</b></p> <ul style="list-style-type: none"> <li>• at Regional Campuses and offices; and at satellite locations, contact the local police service;</li> <li>• <b>OR</b> at Thunder Bay Campus, contact Campus Security Partners;</li> <li>• <b>AND</b>, once it is safe to do so, notify his or her manager</li> </ul>	<p><b>ON NOTIFICATION, THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• at Regional Campuses and offices; and at satellite locations, confirm that local police service has been contacted,</li> <li>• <b>OR</b> at Thunder Bay Campus, confirm that Campus Security Partners have been notified</li> <li>• <b>AND</b>, notify stakeholders<sup>6</sup></li> </ul>	<p><b>ON NOTIFICATION, CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• contact Police, and other emergency services, as required</li> <li>• <b>AND</b>, document all events (including statements)</li> <li>• <b>AND</b>, once it is safe to do so, notify the complainant's manager, confirming all details of the report and of Security's response</li> </ul>
<b>TO REPORT AN INCIDENT:</b>	<p><b>THE COMPLAINANT<sup>2</sup>, WITNESS<sup>3</sup> OR PERSON HAVING KNOWLEDGE<sup>4</sup> WILL:</b></p> <ul style="list-style-type: none"> <li>• promptly notify his or her manager</li> <li>• <b>AND</b>, at Thunder Bay Main Campus, notify Campus Security Partners</li> </ul>	<p><b>ON NOTIFICATION, THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• at Regional Campuses and offices; and at satellite locations, confirm that local police service has been contacted, as required</li> <li>• at Thunder Bay Campus, confirm that Campus Security Partners have been notified, as required</li> <li>• notify stakeholders<sup>6</sup></li> </ul>	<p><b>ON NOTIFICATION, CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• contact Police, as required</li> <li>• <b>AND</b>, document all events (including statements)</li> <li>• <b>AND</b>, notify the complainant's manager, confirming all details of the report and of Security's response</li> </ul>
<b>INTERIM MEASURES + ASSISTANCE TO PARTIES:</b>	<p><b>THE PARTIES (COMPLAINANT<sup>2</sup> + ALLEGED OFFENDER<sup>5</sup>), WITNESS<sup>3</sup> OR PERSON HAVING KNOWLEDGE<sup>4</sup> WILL:</b></p> <ul style="list-style-type: none"> <li>• cooperate with the manager, stakeholder and/or local police in the implementation of interim safety measures</li> </ul>	<p><b>THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• collaborate with stakeholders<sup>6</sup> to determine whether interim safety measures are required to protect the complainant, witness or other persons; ensure measures are implemented and monitored</li> <li>• provide information and/or facilitate access to counselling services to the parties and others affected by the incident of violence</li> </ul>	<p><b>CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• collaborate with the complainant, manager, stakeholders<sup>6</sup>, and (as required) the local police service in implementing interim safety measures</li> </ul>
<b>TO INVESTIGATE AN INCIDENT:</b>	<p><b>THE PARTIES (COMPLAINANT<sup>2</sup> + ALLEGED OFFENDER<sup>5</sup>), WITNESS<sup>3</sup> OR PERSON HAVING KNOWLEDGE<sup>4</sup> WILL:</b></p> <ul style="list-style-type: none"> <li>• cooperate with the manager, the local police service and/or, Campus Security Partners, in the investigation, confirming: <ul style="list-style-type: none"> <li>• the details of the incident, and</li> <li>• the names of the parties, witnesses and persons having knowledge (when known).</li> </ul> </li> <li>• advise the manager, with reasonable advance notice, the name of any support person accompanying him/her during the investigation</li> </ul>	<p><b>THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• when incidents are also subject to other policies (e.g. <i>Human Rights Policy, Acceptable Use Policy</i>), consult policy coordinators to determine under which policy the matter will be dealt with first</li> <li>• collaborate with stakeholders<sup>6</sup>, in determining who will conduct the investigation</li> <li>• ensure that the investigator gathers all relevant evidence, and submits a report to the manager in a timely manner</li> </ul>	<p><b>CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• collaborate with the complainant, manager, stakeholders<sup>6</sup>, and the local police service in the investigation</li> <li>• if designated to be the primary investigator on behalf of the manager, gather and make available to the manager, all relevant written, electronic, oral or other evidence, including signed statements from the complainant, alleged offender, witnesses and persons having knowledge</li> </ul>
<b>TO RESOLVE AN INCIDENT OF CAMPUS VIOLENCE:</b>	<p><b>THE PARTIES (COMPLAINANT<sup>2</sup> + ALLEGED OFFENDER<sup>5</sup>) WILL:</b></p> <ul style="list-style-type: none"> <li>• receive, within 7 business days of the completion of the investigator's report: <ul style="list-style-type: none"> <li>• a written summary of the investigator's findings,</li> <li>• a written report from the manager outlining whether any action will be taken against the other party, and</li> <li>• a written report from the manager outlining what corrective or disciplinary actions or sanctions, if any, will be taken against him/her.</li> </ul> </li> </ul>	<p><b>THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• within 5 business days of the completion of the investigator's report, consult with stakeholders<sup>6</sup> to determine further action</li> <li>• in cases that are substantiated, implement corrective or disciplinary action and/or sanctions further to the applicable discipline policies</li> <li>• within 7 business days of the completion of the investigator's report, issue written report to the parties</li> <li>• when warranted, initiate further actions that may include: (1) civil or criminal proceedings; and (2) issuance of No Trespass Notices</li> <li>• in cases that are not substantiated, implement corrective actions when it is found that the complainant has not acted in good faith</li> </ul>	<p><b>CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• issue No Trespass Notice(s), further to the direction of the manager</li> <li>• collaborate with the complainant, manager, stakeholders<sup>6</sup>, and (as required) the local police service in implementing on-going safety measures</li> </ul>
<b>TO APPEAL REDRESS OR SANCTIONS:</b>	<p><b>THE PARTIES (COMPLAINANT<sup>2</sup> + ALLEGED OFFENDER<sup>5</sup>):</b></p> <ul style="list-style-type: none"> <li>• review the investigator's findings and the summaries from the manager to determine whether an appeal will be launched</li> <li>• launch any appeal within timeframes specified in policy</li> </ul>	<p><b>THE MANAGER WILL:</b></p> <ul style="list-style-type: none"> <li>• respond to any appeals further to the procedures outlined in the relevant policies</li> </ul>	<p><b>CAMPUS SECURITY PARTNERS WILL:</b></p> <ul style="list-style-type: none"> <li>• collaborate with the complainant, manager, stakeholders<sup>6</sup>, and (as required) the local police service in implementing on-going safety measures</li> </ul>