

CALIFORNIA INSTITUTE OF TECHNOLOGY

STAFF PERSONNEL MEMORANDA

Subject: Violence Prevention	Memo No. 34 Pages: 4 Date: August 21, 2014
Approved by: Julia McCallin, Associate Vice President for Human Resources	

(This supersedes Memo No. 34, dated July 18, 2013)

It is the policy of the Institute to provide a safe and secure environment for all members of the Institute community, comprising employees including faculty, students, postdoctoral scholars, and third parties, including minors by maintaining an environment of respect, providing conflict resolution processes, and by establishing preventative measures as well as providing assistance and support to victims. This policy specifically addresses the Institute's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for its students, employees including faculty, postdoctoral scholars, and third parties engaged in any Institute activity.

All members of the Institute community shall cooperate to maintain a safe environment.

The Institute does not tolerate violence or threats of violence committed by or against employees including faculty, students, postdoctoral scholars, or third parties, including minors on its campus, at JPL or at any Institute locations or Institute activities. All weapons are banned from Institute premises and activities unless written permission is given by Campus Security or Jet Propulsion Laboratory (JPL) Division of Protective Services. Employees and students who violate this policy will be subject to corrective action, up to and including termination, expulsion/dismissal, or denial of access to Institute locations. Individuals who intentionally bring false accusations about a violation of this Policy against another also will be subject to corrective action, including termination or expulsion/dismissal. Other violations of the policy will be handled in accordance with Institute policies and applicable laws.

Caltech has established and will maintain a violence prevention program to educate employees including faculty, postdoctoral scholars and students about violence prevention and public safety awareness. This prevention program will include information on identifying and report child abuse.

1.0 Definitions

- 1.1 **Acts of violence** include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual at the Institute.
- 1.2 **A threat of violence** includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- 1.3 **Child abuse** includes serious endangerment of a child's physical or mental health due to injury by act or omission (neglect), including acts of sexual abuse.
- 1.4 **Institute or Facilities** include all Institute locations and off-campus locations where employees including faculty, postdoctoral scholars or students are engaged in Institute activities or programs.
- 1.5 **An At-Risk Individual** is an employee, student, or other person who is a potential target or victim of violence. An At-Risk Individual also may be a threat to self or others.
- 1.6 **Intimidation** is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce or induce duress.

- 1.7 **Minor** is anyone under the age of 18 years (also referred to as a “child” or “children”).
- 1.8 **Mandatory Reporter** is an employee who is required by law to make a report to the appropriate authorities whenever, within their professional capacity, or within the scope of their employment, they have knowledge of or observe a child they know or reasonably suspect has been the victim of child abuse. Certain professionals have long been Mandatory Reporters, but the law has recently been expanded such that any Institute employee whose duties bring them into direct contact with children under 18 years of age on a regular basis or who supervises employees whose duties bring them into contact with children on a regular basis is a Mandatory Reporter.
- 1.9 **Persons** include Institute employees, including faculty, students, postdoctoral scholars, and third parties.
- 1.10 **Third Parties** are individuals who are not Institute employees or students, such as relatives, acquaintances, guests, contractual personnel, consultants, vendors, visitors, volunteers, customers, clients, others engaging in sponsored activities, external affiliates, or others.
- 1.11 **Victim** is an individual who has experienced or witnessed an act or acts of violence or threats of violence or intimidation as outlined in this Policy.
- 1.12 **Weapon** is any instrument or substance capable of producing bodily harm, in any manner, under any circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

2.0 Examples of actions or activities that violate the Institute’s Policy include, but are not limited to:

- 2.1. Physical violence or the threat of physical violence against persons or property.
- 2.2 Any verbal or physical conduct and/or harassing or intimidating behavior that causes a person to reasonably fear for his or her safety, or the safety of others including the safety of friends or family.
- 2.3. Possessing, brandishing, or using a weapon in a manner that is not required by the individual’s position while involved in any Institute activity on or off premises.
- 2.4 Threatening or intimidating communications including notes, voice messages, telephone calls, electronic communications such as emails, texts and social media, and intra-office or regular mail directed towards a person(s) or Facilities.
- 2.5. Intimidation, including stalking a person.
- 2.6 Intentional destruction or threat of destruction to property owned or controlled by the Institute or NASA.
- 2.7 Acts of violence or threats of violence, on or off Institute premises, if the threats or acts affect the legitimate interests of the Institute.

3.0 Reporting Violence

- 3.1 Any individual who experiences or observes a threat, an act of violence, child abuse, or an unauthorized weapon must immediately notify Campus Security or JPL Protective Services Division, or law enforcement.

Campus Security	626-395-5000
JPL Protective Services Division	818-354-3530

An individual at a non-campus or non-JPL location must immediately notify local law enforcement.

- 3.2 If an individual becomes aware of behavior that might violate this Policy, the individual must immediately notify one of the following managers or offices.

Employee’s supervisor/management	
Campus Human Resources – Employee Relations	626-395-8039

Dean of Students	626-395-6351
Dean of Graduate Studies	626-395-6346
Provost Office	626-395-6320
Title IX Coordinator	626-395-3132
Campus Security	626 395-5000
Caltech Ethics Help Line	626-395-8787
JPL Human Resources	818-354-7506
JPL Protective Services Division	818-354-3530
JPL Workplace Violence Hotline	818-393-2851
JPL Ethics Help Line	818-354-9999

- 3.3 The Institute will handle all reports of violence in a confidential manner, with information released as determined to be appropriate by the Institute.
- 3.4 Managers are required to immediately report any known incidents of violent, threatening, or intimidating behavior to Security, JPL Division of Protective Services, Human Resources, the Deans or the Provost, whether that behavior is observed on or off Institute premises when any Institute activity is involved.
- 3.5 Caltech policy prohibits retaliation against any employee, student, or third party who, in good faith, reports a violation or suspected violation of this Policy.

4.0 Reporting Child Abuse

- 4.1 Every member of the Caltech community who knows of, or reasonably suspects, child abuse has a personal responsibility to report to Caltech Security or JPL Division of Protective Services immediately.
- 4.2 Mandatory Reporters have the additional responsibility to report immediately or as soon as practicably possible by telephone to the LA County Child Protection Hotline (800) 540-4000 [or from out of state (213) 639-4500] or Pasadena Police Department 911 (for emergencies) or (626) 744-4501 (for non-emergencies), or to another local police department. Mandatory Reporters must file a written Suspected Child Abuse Report (SCAR) within 36 hours of receiving information concerning the incident. The SCAR can be completed online at <https://mandreptla.org>
- 4.3 Mandatory Reports are required to attend training provided by the Institute and to sign an “Employee Acknowledgement of Mandatory Reporter Status”.

5.0 Investigating Violence

- 5.1 All reports of inappropriate behavior or conduct that violates or appears to violate any aspect of this Policy will be taken seriously, properly investigated and dealt with accordingly. Separate from any criminal investigation that the police may conduct, Campus Security or JPL Division of Protective Services, Human Resources, the Deans, the Provost, or the Title IX Coordinator will conduct an independent investigation of the alleged threat or incident.
- 5.2 Based on the findings of the investigation, individuals who violate any aspect of this Policy may be subject to corrective action up to and including any of the following: termination of employment, expulsion/dismissal, removal from the premises, or being restricted from access to Institute facilities.
- 5.3 Additionally, the commission of such acts that may violate California or federal laws may be referred to law enforcement agencies for investigation.

6.0 Possession and Use of Firearms and Weapons

No unauthorized firearms or other weapons shall be brought onto Institute or NASA property or to Institute activities, with the exception of weapons authorized by the Chief of Security on campus or the Division Manager of the Protective Services Division at JPL.

7.0 Resources

7.1 The Staff and Faculty Consultation Center and the Student Counseling Center at campus or the Employee Assistance Program at JPL may provide resources such as intervention, consultation or referral for clinical evaluation or treatment, including arranging for counselors to work with at-risk individuals, and victims and observers of an incident.

7.2 Campus

Security	626-395-5000
Staff and Faculty Consultation Center	626-395-8360
Human Resources	626-395-8039
Dean of Students	626-395-6351
Dean of Graduate Studies	626-395-6346
Student Counseling Center	626-395-8331
Provost	626-395-6320
Title IX Coordinator	626-395-3132
Caltech Center for Diversity	626-395-6207
Caltech Ethics Help Line	626-395-8787

JPL

Protective Services Division	818-354-3530
Human Resources	818-354-7506
Employee Assistance Program	818-354-3680
Ethics	818-354-6338
Ethics Help Line	818-354-9999
Workplace Violence Hotline	818-393-2851

8.0 Exceptions

Any exception to this policy requires the approval of the Chief of Security for campus, or the Division Manager for the Division of Protective Services for JPL.

9.0 Related Policies

- [Termination](#)
- [Unlawful Harassment](#)
- [Sexual Violence](#)