

1426 - REPORTING THREATENING BEHAVIORS

Threatening behavior may take different forms, including but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the employee that his/her safety and well-being are in jeopardy;
- B. any conduct or written/oral communications that include comments toward the employee or his/her family which would imply or state explicitly that the employee and/or his/her family may be subject to some form of physical or psychological abuse or violence;
- C. written or spoken comments to an employee which could subject him/her to blackmail or extortion;
- D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the employee's property or that of his/her family.

Any employee who believes that s/he is the victim of any of the above actions, or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the District (such as a vendor, contractor, volunteer, or school official), should take promptly the following steps:

- A. If the person making the threat is the employee's supervisor, the employee should, as soon as possible after the incident, contact the Director of Human Resources.
- B. If the person making the threat is not the employee's supervisor, the employee member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the person making the threat is a student of the District, the employee should contact the principal or other administrator at the student's school.

The employee may make contact either by a written report or by telephone or personal visit. During this contact, the reporting employee should provide the name of the person(s) whom he or she believes to be responsible for the threat and the nature of the threatening incident(s). A written summary of each such report is to be prepared promptly by the employee receiving the report and forwarded to the Deputy Superintendent for Educational Services.

Each report of threatening behavior shall be investigated by the person receiving the report in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the matter outside of the investigation. The purpose of this provision is to:

- A. protect the confidentiality of the employee who files a complaint;

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- B. encourage the reporting of any incidents of threat;
- C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then appropriate, remedial, and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

Determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of threat can have serious effects on innocent individuals. Accordingly, all employees are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow employees, students, or others associated with the District.