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1. PURPOSE

To establish guidelines to implement the Board Policy for Threats, Violent Acts, and Weapons Prohibited as it pertains specifically to employees.

2. SCOPE

This regulation addresses threats, violent acts, and weapons as they relate to current, former, and prospective employees as well as persons who are (or have been) in relationships of any kind with employees.

This prohibition (of weapons) does not apply to the following:


- I. A law enforcement officer in the regular course of the officer's duty; a law enforcement officer/recruit in the regular course of the recruit's training; an off-duty law enforcement officer; or
- II. A retired or past law enforcement officer in good standing from a law enforcement agency of the united states, the state, or a local unit in the state who has met the standards of LEOSA (the law enforcement officer's survival act), provided that:
 - A. The officer or retired officer is in possession of the officer's or retired officer's badge or credential and a current LEOSA card for retired or past officers.
 - B. The weapon carried or possessed by the officer or retired officer is concealed.
 - C. The officer or retired officer is authorized to carry a concealed handgun in Maryland.

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No employee shall be subject to retaliation or retribution of any kind for reporting a suspected incident of workplace violence.

3. RESPONSIBILITIES

- I. The Director of Human Resources, in coordination with the School/Site-Based Administrator/Supervisor of the employee, will oversee all personnel-related investigations related to incidents involving threats, violent acts or weapons.
- II. The Supervisor of School Security and Emergency Management will support Human Resources in the investigation of employees and involve law enforcement, as appropriate. The Supervisor of School Security and Emergency Management will also oversee the safety of central office staff conducting investigations by escorting employees accused of violating the threats, violent acts, and weapons prohibited policy to and from meetings with Human Resources.
- III. Employees who are the victims of relationship violence or any another situation outside of work which makes them feel unsafe at the workplace, are expected to notify their School/Site-Based Administrator/Supervisor in order to maintain their safety, as well as the safety of others on CCPS property, school buses, and at school- sponsored events. Employees who have secured a **protective or restraining order that lists the workplace as a protected area** are required to notify the Office of School Security and their School/Site-Based Administrator/Supervisor of the order.

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- IV. Employees who have knowledge that a co-worker is a victim of relationship violence and/or is involved in a situation that is likely to interfere with maintaining a safe working environment, are expected to notify their School/Site-Based Administrator/Supervisor.
- V. The School/Site-Based Administrator/Supervisor is responsible for notifying the Human Resources Department of any situations that involve an employee in violation of this regulation.
- VI. The CCPS Threat Management Team may work with law enforcement to assess the level of risk. As appropriate, the team will develop, implement, and monitor an individualized plan to intervene with, address, and reduce the threat in conjunction with the Human Resources Department.
- VII. The Superintendent/Designee has the responsibility for enforcing the workplace-related threats, violent acts, and weapons prohibited regulation by communicating it to all relevant parties and by providing necessary instructions to all employees.

4. PROCEDURE

- I. Incidents that involve current or former employees making a threat toward an individual or any other CCPS property, school buses, or school sponsored event:
 - A. The employee with knowledge of the situation will contact the School/Site-Based Administrator/Supervisor of the employee and/or law enforcement, as appropriate.

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- B. The School/Site-Based Administrator/Supervisor will contact the Director of Human Resources, the Supervisor of School Security and Emergency Management, appropriate school-level Director, and may involve appropriate law enforcement agency to determine steps to contain the threat.
- C. If applicable, Human Resources will place the employee on administrative leave pending an investigation.
- D. Human Resources will conduct a full investigation and determine the appropriate response.
- E. When appropriate, the Human Resources Department will work with the Supervisor of School Security and Emergency Management to develop a workplace safety plan which may include such measures as:
 - 1) Distributing the individual’s name, image, and vehicle information to employees most likely to encounter the individual on CCPS property, school buses, and at school-sponsored events (e.g., front office staff of the school where the employee works, receptionist at central office, administrative assistant in the Human Resources Department). For former employees, flagging the individual’s driver’s license when they scan into a building.
 - 2) Human Resources may refer the individual to the Employee Assistance Program (EAP) and/or other community resources.
- F. Referral to the CCPS Threat Management Team for behavioral threat assessment and case management, as appropriate.

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II. Incidents that involve current or former employees who engage in a violent act or bring a weapon on CCPS property, school buses, or to a school-sponsored event:

- A. The employee with knowledge of the situation will call 911 if there is imminent risk to the safety of others. Otherwise, they will contact the School/Site-Based Administrator/Supervisor of the employee.
- B. The School/Site-Based Administrator/Supervisor will contact the Director of Human Resources, Supervisor of School Security and Emergency Management, appropriate school-level Director, and may involve appropriate law enforcement agency to determine steps to contain the threat.
- C. If applicable, Human Resources will place the employee on administrative leave pending an investigation.
- D. Human Resources will conduct a full investigation and determine the appropriate response.
- E. When appropriate, the Human Resources Department will work with the Supervisor of School Security and Emergency Management to develop a workplace safety plan which may include such measures as:
 - 1) Distributing the individual's name, image, and vehicle information to employees most likely to encounter the individual on CCPS property, school buses, and school-sponsored events (e.g., front office staff of the school where the employee works, receptionist at central office, administrative assistant in the Human Resources Department). For former employees, flagging the individual's driver's license when they scan into a building.

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- 2) Human Resources may refer the employee to the Employee Assistance Program (EAP) and/or other community resources.

F. Referral to the CCPS Threat Management Team for behavioral threat assessment and case management, as appropriate.

III. Incidents that involve relationship violence against an employee or another situation outside of work that impacts the safety of the workplace:

A. The employee or co-worker will promptly report any known information to the School/Site-Based Administrator/Supervisor, including but not limited to:

- 1) The name of the individual(s) posing a threat to workplace safety;
- 2) A physical description and/or image of the individual(s) posing a threat to workplace safety;
- 3) Any protective or restraining order that lists the workplace as a protected area;
- 4) As much detail as possible related to the circumstances surrounding the threat (i.e., direct or indirect threat);
- 5) If the individual(s) posing a threat owns or has access to firearms or other weapons.

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B. The School/Site-Based Administrator/Supervisor will inform the Director of Human Resources, Supervisor of School Security and Emergency Management, and appropriate school level-Director of the situation, and law enforcement, as appropriate.

As appropriate, the Director Human Resources will work with the Supervisor of School Security and Emergency Management to develop a workplace safety plan, which may include such measures as:

- I. Distributing the name, image, and vehicle information to employees most likely to encounter the individual on CCPS property (e.g., front office staff of the school where the employee works, receptionist at central office), and flagging the individual’s driver’s license when they scan into a building.
- II. Referral of the employee to the employee assistance program (EAP) and other community resources, as appropriate.
- III. If necessary, human resources will review leave options with the employee.

C. Referral to the CCPS Threat Management Team as appropriate.

5. ***DEFINITIONS***

Violent Act- includes, but is not limited to, the use or attempted use of physical force against a person with the intent to cause significant injury.

Weapons- any device defined in the Criminal Law Article § 4-101, § 4-501 and Public Safety Article § 10-110, including any look- alike weapon or any other object used to inflict serious bodily harm.

Firearms - for the purposes to or may readily be converted to expel a projectile by the action of an explosive or any other destructive device. This includes, but is not limited to, any pistol or revolver, rifle, shotgun, short-barreled rifle, short- barreled shotgun, or any other firearm, whether loaded or unloaded, including antique firearms and look-alike firearms. Also included are parts of any weapon described above, including the frame, receiver, muffler and silencer. Any explosives, incendiaries or poisonous gas, such as a bomb, grenade, rocket, missile, etc., are also considered firearms

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Threat- an expression of an intent to cause physical harm to someone. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat. Threats may be direct or indirect.

Behavioral Threat Assessment- a structured group process used to identify, assess, and manage the risk of threats of targeted violence posed by an individual or group.

Threat Management Team (TMT)- a multi-disciplinary team charged with conducting behavioral threat assessments, supporting school staff in mitigating threat risks, ensuring safety plans are followed, and connecting individuals with the appropriate mental and behavioral health supports they need in order to keep CCPS a safe place for students, employees, and visitors. The TMT is comprised of the Director of Student Services, School Director(s), Supervisor of School Security and Emergency Management, School Resource Officer (SRO) Supervisor(s), Supervisor of Student Services- Behavioral & Mental Health, Supervisor of Student Services- School Counseling, and the Coordinator of Mental Health & Student Services. Additional team members include the school Administrator, Director of Special Education, and Director of Human Resources, as appropriate.

Non-Affiliated Person- not an employee, student, contractor, family member or friend of a student or staff.

Low Risk Threat- a person/situation does not appear to pose a threat of serious harm to self/others, and any exhibited issues/concerns can be resolved easily; may be handled by ordinary school discipline.

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Moderate Risk Threat- a person/situation does not appear to pose a threat of serious harm to self/others, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others; and/or exhibits other concerning behavior that requires intervention; may also involve a parallel school disciplinary process.

High Risk Threat- a person/situation appears to pose a threat of serious harm, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan; and may also exhibit other concerning behavior that requires intervention; may also involve a parallel school disciplinary process.

Imminent Threat- a person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified or identifiable target(s); may also exhibit other concerning behavior that requires intervention.