

of violence not only impact the individuals concerned, but also the mission of the University to foster higher education through open dialogue and the free exchange of ideas. The University prohibits and will take decisive action to eliminate verbal harassment, violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution as appropriate.

The University has zero tolerance for violence against members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff, and student and Department of Police Services procedures will serve as the mechanisms for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person.

III. INTRODUCTION

It is the mission of the California State University, Northridge Department of Police Services to provide a safe campus environment for our employees and students. To this end, all members of the Department are expected to take all reported threats seriously. As previously stated, the behavior involved under the general heading of workplace violence is varied. Acts of violence and threats may include, but may not be limited to: verbal (such as threats, harassment, abuse, and intimidation), non-verbal (such as gestures and intimidation), physical (such as hitting, pushing, shoving, kicking, touching, and assault) and other (such as arson, sabotage, vandalism, and stalking).

It is particularly crucial for members of the California State University Department of Police Services to respond promptly and thoroughly to any incident of behavior requiring immediate police intervention. Examples of behavior requiring prompt and thorough intervention would be (but is not limited to) the following: any act which is physically assaultive, behavior indicating potential for violence, substantial threat to harm another individual or endanger the safety of members of (or guest of) the CSUN community, substantial threats to destroy property or aberrant behavior that might indicate emotional distress.

IV. THREAT MANAGEMENT UNIT

In order to carefully evaluate and respond to all reported incidents of workplace violence, domestic violence or fear of violence, the Department has established a Threat Management Unit. This Unit is charged with evaluating all reported incidents of workplace violence, domestic violence or fear of violence, Title IX and VAWA incidents (i.e., dating violence, sexual assault, stalking, domestic violence), and conducting extensive investigations into incidents and taking appropriate steps to reduce or eliminate hazards to personal safety and/ or property damage.

The Captain of Special Services shall be primarily responsible for ensuring that all appropriate Police Department resources are fully utilized in responding to incidents. However, day to day case management of workplace violence, domestic violence and fear of violence incidents shall come under the responsibility of the Special Sensitive Crimes Unit Detective Sergeant who has been delegated supervision of the Threat Management Unit (see attached Threat Management Unit roster). The Threat Management Unit Supervisor will also be responsible for coordinating all case follow-up activities including action which involves the patrol division, detectives, and crime prevention unit as well as resources outside of the Police Department, including other law enforcement agencies.

All members of the Threat Management Unit shall be specially trained to recognize, understand and respond to workplace violence issues. Members of this unit shall also work cooperatively with other campus resource staffs to problem solve, particularly with the Student Behavioral Intervention Team and as necessary with the Workplace Behavior Consultation Team (WBCT).

RESPONSE PROCEDURES:

PERSONNEL

Normally the preliminary response to a call for service for a workplace violence, domestic violence or fear of violence case is channeled from the community through the University Police dispatcher. In these instances the Patrol Operations Division shall respond to the initial call for service. The dispatcher shall also immediately advise the Threat Management Unit supervisor. The Threat Management Unit supervisor will notify the Unit Command Staff Supervisor. In the event of the absence of the Threat Management Unit Supervisor, the dispatcher shall advise the Detective Sergeant, Major Crimes Unit of the situation who in turn will notify the Unit Command Staff Supervisor. The Detective Sergeant shall make every effort to ensure that a trained member of the Threat Management Unit is assigned to the call. In the event that no member of the Threat Management Unit is on duty (see page 5 for unit members), the Patrol Operations Captain shall be advised of the situation. He/she shall determine who will respond to assist the patrol division.

In the event that a request for service for a workplace violence, domestic violence or fear of violence incident is channeled from the community directly to the Chief of Police or a member of the supervisory or Command staff, the Sergeant in charge of the Threat Management Unit shall be immediately advised and he/she shall determine which personnel to utilize in the incident response.

DOCUMENTATION

All reported incidents of workplace violence or fear of violence shall require a RIMS report. Additionally, the supervisor of the Threat Management Unit shall be responsible for building a case file for each incident and including Mosaic assessment documentation, briefing notices, and any other pertinent case documentation particularly as it relates to a plan of action and police response measures.

CSUN POLICE STAFF NOTIFICATION

All incidents of workplace violence or fear of violence shall be brought to the attention of the Chief of Police by the supervisor of the Threat Management Unit or in his/her absence the Detective Sergeant of the Major Crimes Unit or Captain, Special Services. The Chief of Police shall be kept informed of all case developments in a timely manner. The supervisor of the Threat Management Unit will also be responsible for timely notification of all appropriate members of the Department on a need to know basis.

V. MOSAIC THREAT ASSESSMENT TOOL

All members of the Threat Management Unit are trained in the use of the MOSAIC threat assessment method. MOSAIC is an interactive system by which trained users can conduct “hands on” assessments of case studies, mock cases and actual situations. This tool assists investigators in determining factors of dangerousness.

All cases assigned to the Threat Management Unit shall employ MOSAIC as a tool in assisting the investigator to evaluate a case. However, at no time shall the MOSAIC system be used as the only tool to conduct a threat assessment. Each case requires appropriate case study, interviews, investigator input and evaluation in addition to MOSAIC assessment. Each investigator will conduct extensive suspect and victim background histories and checks, check access for weapons, and generally examine related indicators of concerns (history of mobility, living situation, job situation, life crisis situation, unusual behavior, etc.).

The Threat Management Unit supervisor shall also coordinate any actions deemed necessary to be taken by the Crime Prevention Unit (i.e. job hazard security survey, personal safety review and development of a personal safety plan, etc.). The Unit supervisor will also ensure proper coordination and communication with the Student Behavioral Intervention Team (for student cases) and other helpful and appropriate campus support resources.

Additionally, other Threat Management Unit response procedures will include (but are not limited to): managing legal and operational issues (i.e. restraining orders, criminal complaints, trespass notices, parking permit changes, dangerous/suspicious mail screening, etc.), coordinating with the patrol division supervisory staff for directed patrols when necessary and supporting managers to deal with concerns.

VI. ANNUAL REVIEW OF THREAT ASSESSMENTS

The Captain of the Special Services Division, in conjunction with the supervisor of the Threat Management Unit, shall be responsible for initiating an annual review of all reported incidents of workplace violence, domestic violence or fear of violence. The review should identify and analyze any apparent trends in assault/violence situations relating to particular departments, living groups, organizations, job positions, time of day, etc.

A written report of the results of the review shall be forwarded to the Chief of Police within 30 days of the end of each calendar year.

THREAT MANAGEMENT UNIT MEMBERS

UNIT OVERSIGHT: Chief Anne Glavin

COMMAND STAFF SUPERVISOR: Captain Scott VanScoy

UNIT SUPERVISOR: Detective Sergeant Rene Lino

UNIT MEMBERS (In addition to staff listed above):

Lieutenant Mark Benavidez

Detective Sergeant Dana Archer

Sergeant Yolanda Abundiz