



<b>SUBJECT:</b>	Human Resources		
<b>POLICY:</b>	405.5 Reporting Threats Against Employees		
<b>PROCEDURE:</b>	405.5.1 Processing Threat Reports		
<b>EFFECTIVE:</b>	February 2025	<b>REVISED:</b>	<b>REVIEWED:</b>

**Introduction and Purpose**

Great Falls College is committed to maintaining a safe and supportive environment for all its employees. This policy has been established to ensure that any threats against employees are taken seriously and addressed promptly. This policy underscores the colleges dedication to protecting its staff and fostering a workplace where everyone feels secure and valued.

**Policy**

Threats against a college employee should be reported immediately to human resources or the CEO/Dean. Human Resources, the CEO/Dean or their designee, will determine the levels of severity that applies to the situation and take action. Prohibited conduct includes but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to self or others
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- Possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled exercise for a course, or where the student is a law enforcement professional;
- Intentionally damaging property;
- Threatening to injure an individual (including oneself) or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- Retaliating against any employee or student who, in good faith, reports a violation of this policy

Threats by Non-Affiliated Individuals

If a threat is made by a person not associated with the college in any way, the Great Falls Police Department will be notified immediately, a police report will be filed and the individual may be trespassed from campus. If threats are repeated, a court issued restraining order will be pursued by the college.

Threats by Employees

If the person making the threat is an employee of the college, disciplinary steps will be applied depending on the situation and severity of threat. Criteria for determination as well as disciplinary outcome can be found in related procedure 505.5.1.

Threats by Students

Threats by students will be addressed in accordance with policy 300.1 Student Conduct.

## Definitions

Threat: A threat is any expression, act, or behavior that implies or directly communicates an intention to cause harm, injury, or damage to another individual, their property, or their well-being. Threats can be explicit or implicit and may occur in person, through electronic communication, or via third parties. This includes, but is not limited to:

- verbal threats,
- written threats,
- physical gestures, or
- any other form of communication that creates a reasonable fear of harm.