

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
OP.418.1		VP Finance and Administration	
Procedure Name			
At-Risk Behaviour and Violence Response and Prevention Procedure			
Policy This Procedure is Under		Date of Next Policy Review	
At-Risk Behaviour and Violence Response and Prevention Policy		December 2028	
Date Issued	Date Revised	Related Policies	
May, 2022	December 13, 2023	B.401 Sexual Violence Policy B.506 Standards of Conduct B.701 Student Code of Conduct OP.402 Health and Safety Policy	

1. PURPOSE

This Procedure supports OP.418 At-Risk Behaviour and Violence Response and Prevention Policy and describes how Capilano University (“the University”) will manage reports of at-risk behaviour and violence.

2. PROCEDURE

- 1.1. Members of the University community who are faced with an urgent situation involving disruptive, threatening or violent conduct -- where there is reasonable cause to believe that the safety of persons may be threatened --should immediately contact Campus Security Services. If there is an imminent threat to safety, call 9-1-1.
- 1.2. Any University community member who observes at-risk and/or violent behaviour should immediately report that behaviour to the Duty of Care Committee (DOCC). This can be done through the following offices:
 - a) Campus Security
 - b) Student Affairs
 - c) Human Resources
 - d) Safety & Emergency Services
- 1.3. The DOCC will engage and coordinate with key internal and external individuals and organizations as needed, to manage reports of at-risk and violent behaviour.

- 1.4. The DOCC will assess, investigate, make recommendations to the Executive and act on decisions that are within the committee's operational purview and report on incidents that fall within the scope of the *At-Risk Behaviour and Violence Program*. The DOCC will respond proportionately to the degree of threat or perceived threat.
- 1.5. In cases where the disruptive, threatening or violent behaviour of a member of the University community occurs outside University property (e.g., a school, hospital), the DOCC may inform and consult with the appropriate authorities and/or external resources.
- 1.6. The DOCC may receive reports of disruptive, threatening or violent behaviour directly from the person(s) involved in the incident, from Campus Security, or via members of the University community.
- 1.7. The DOCC will obtain as much information as necessary to undertake a preliminary assessment of the situation. If this assessment clearly indicates that a DOCC action is not required, the DOCC may refer the matter elsewhere as appropriate.

3. CASE FILES

- 3.1 The DOCC will maintain a case file containing the facts of the case and a record of all decisions and actions taken. All case files are confidential. In accordance with *the Freedom of Information and Protection of Privacy Act*, files pertaining to members of the University community, and in particular students and employees, are accessible to that individual.
- 3.2 The DOCC will also keep copies of relevant documents associated with the case. These documents will constitute the case files, to be maintained electronically and in accordance with the *BC Government Archiving and Retention Guidelines*.

4. REPORTING TO EXECUTIVE

- 4.1 The DOCC will prepare a report summarizing the case and submit it to the appropriate Executive's Office/designate as required.
- 4.2 If the case is high-risk/complex or takes more than thirty (30) days to resolve, interim reports should be submitted as appropriate and agreed to with the Executive member/designate.
- 4.3 Final reports should include any recommendations and corrective actions resulting from the case, as well as recommendations for broader policy or practice changes.

5. DESIGNATED OFFICER

The Director, Safety and Emergency Services is responsible for the development, subsequent revisions to and operationalization of this procedure under the oversight of the Vice President, Finance and Administration.

6. RELATED POLICIES AND GUIDANCE

- B.310 Protected Disclosure (Whistleblower) Policy
- B.401 Sexual Violence Policy
- B.506 Standards of Conduct
- B.511 Discrimination, Bullying and Harassment Policy
- B.700 Privacy and Access to Information Policy
- B.701 Student Code of Conduct
- OP.420 Safety and Emergency Services Policy
- E.404 Crisis/Emergency Management
- E.412 Emergency University Closure Policy

7. REFERENCES

- BC Workers' Compensation Act
- BC Occupational Health and Safety Regulation
- BC Freedom of Information and Protection of Privacy Act