

PROCEDURES

TITLE: Violent and Criminal Incident Response Process	Number: SC101 - 07
	Date of Implementation: June, 2007

INCIDENT

An incident is any situation which involves suspected criminal activity or is a breach of the Violence Prevention Policy. All members of the College community are obligated to immediately report the incident to Security. This includes witness and anyone who becomes aware of such incidents after the fact. If such an incident is reported to an employee after the fact they are obligated to report it to Security within 24 hours of being notified.

REPORT TO SECURITY

Incidents may be reported to Security in the following ways:

- Call the Emergency Help Line at 416-439-4357(HELP);
 - Call the Emergency Extension 2020;
 - Call the General Inquiry Line at 5240;
 - Use an Emergency Phone located throughout all campuses;
 - In person to any member of the Campus Security team or Campus Security
- | Office: | Campus | Room | Ext. |
|---------|-----------|-------|------|
| ○ | Ashtonbee | A-120 | 5040 |
| ○ | CCC | 101 | 5140 |
| ○ | Progress | C1-04 | 5240 |
| ○ | HP | 234 | 5340 |

SECURITY RESPONSE

Upon notification that a criminal or violent incident is occurring, security will activate the internal response protocols by:

- Assessing the situation and calling for Emergency Services as needed;
- Responding to the location;
- Calling for back up and/or Emergency Services as needed;
- Initiating Strategies to de-escalate the situation;
- Separating the parties;
- Documenting the incident by collecting personal information and statements from the parties and witnesses involved;
- Providing safety tips and/or developing a safety plan for the parties involved.

Upon notification that a criminal or violent incident has occurred, security will:

- Document the incident by collecting personal information and statements from the parties and witnesses involved;
- Assess the situation and call Police as required;
- Provide safety tips and/or developing a safety plan for the parties involved;

Originating Dept. : Security and Safety	Date Issued: May, 2007	Approved by: Executive Team	Approval Date: May 9 th , 2007	Page 1 of 3
---	------------------------	-----------------------------	---	-------------

- Refer the complaint to the Security Administrator for further assessment and investigation.
- Inform/update the Senior Security Administrator to ensure proper notification to the College Executive and Community.

Emergency Services

Anyone can directly call 911 - Emergency Services for assistance. To ensure an effective response from the College, members are required to immediately contact Campus Security so that Security Officer(s) can respond to the emergency, meet and direct Emergency Services to the location and appropriately document the incident.

When incidents are reported directly to Campus Security, Security Officers will respond and call for emergency services as required.

If the incident is reported to Security after it has occurred, Security Officers will encourage and assist the victim to report the incident to Police. However, if the victim chooses not to have Police involvement it will be referred to the appropriate internal process for resolution.

Risk Assessment

A risk assessment will be conducted by a Campus Security Administrator to determine or assess the security related risks from internal and external threats to the College Community and its members.

SECURITY INVESTIGATION

Following Campus Security's initial response, the Security Investigator will assess the incident to determine the appropriate response, including working with Police, conducting early resolution or formal fact finding.

The Security Investigator will begin their investigation by:

- Reviewing the original incident documentation;
- Identifying participants and witnesses for interviews;
- Collecting and reviewing other evidence (i.e. pictures, CCTV footage etc.);
- Interviewing parties involved in or having pertinent information to the investigation. All reasonable attempts will be made to schedule initial interviews within 36 hours of security receiving the report.

Case Management

Security Investigator may contact other College Departments to access support services and involve other administrators necessary to respond to the case. (i.e. Human Resource, Student Life Enhancement Division, Program Chair or Manager, etc.)

EARLY RESOLUTION

After assessing the information related to the incident, the Security Investigator in consultation with the Student Life Enhancement Division and/or Human Resources may choose early resolution to resolve the case. Early resolution will be conducted as outlined in the Harassment and Discrimination Prevention Policy and the Student Code of Conduct Policy and Procedures.

FACT FINDING AND RESOLUTION

The Security Investigator assigned to the case will produce a fact finding report after completing the investigation. The fact finding report will include the following; an executive summary of the case, a detailed report outlining the allegations and responses, the investigation findings, a recommended course of resolution, and a copy of all documents related to the case.

The method used to determine if there has been a Policy or Code violation will be a “balance of probabilities” method, meaning that the person making the decision must find that it is more probable than not that a contested fact exists.

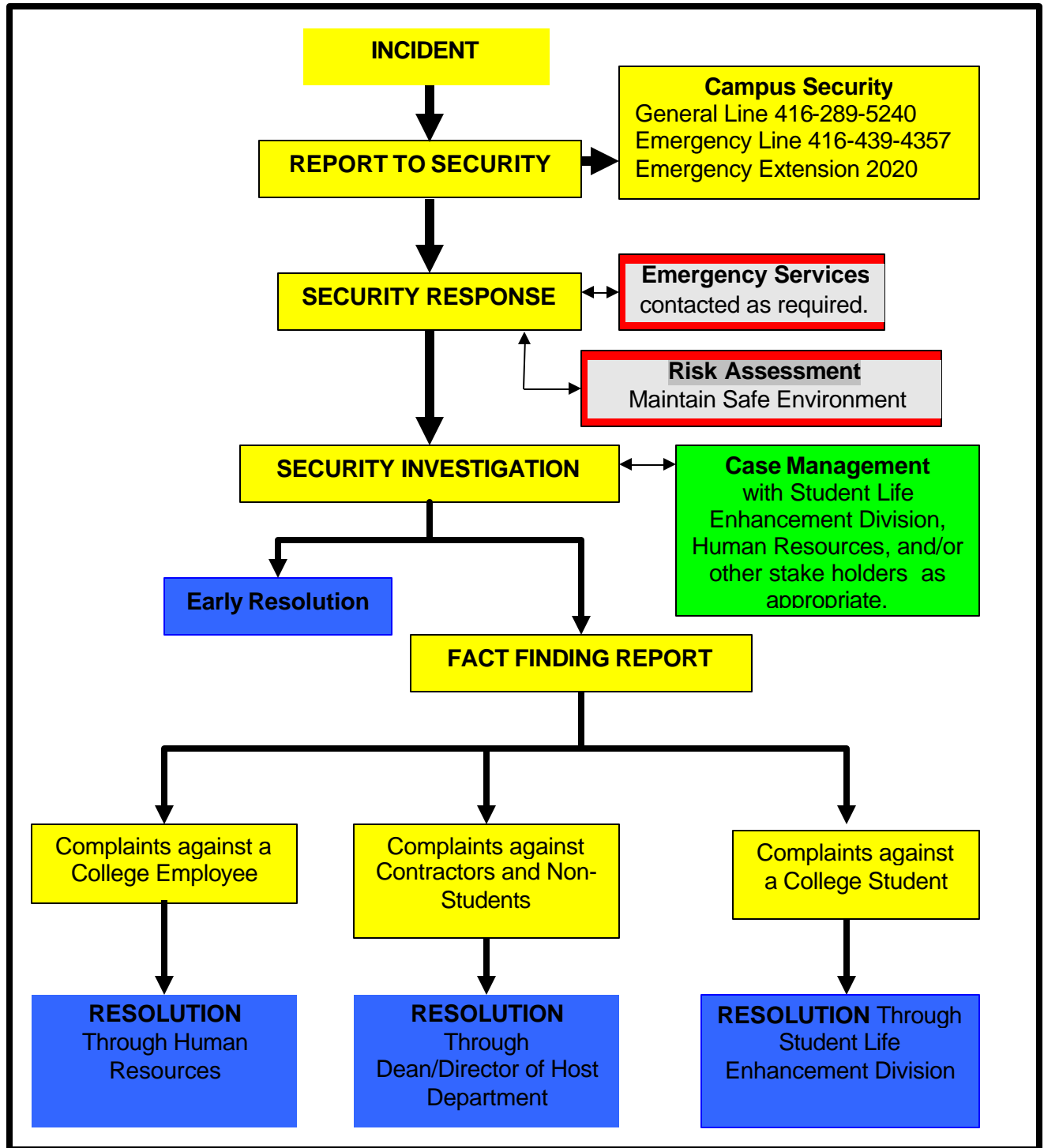
The Security Investigator shall forward the Fact Finding Report to the Senior Security Administrator for review and then to Student Relations Office and/or Human Resources Department for resolution under their respective processes.

If the perpetrator of the incident is a contractor or a non-student, the report will be forwarded to the Host Department who initiated the contract or authorized the visitor. In cases where there is no host, reports will be forwarded to the Director of Facilities and Services.

1. **Cross References**
Violence Prevention Policy

2. **Appendices**
Violent and Criminal Incident Response Process Chart

VIOLENT AND CRIMINAL INCIDENT RESPONSE PROCESS



NOTE:

1. If the complaint is between a student and an employee, as appropriate, Human Resources and Student Services will be involved in the resolution process.
2. For resolution through Human Resources and Student Life Enhancement Division have defined appeals process. For resolution through Dean/Director of host department is final.