

VIOLENCE PREVENTION

It is the policy of the Institute to provide a safe and secure environment for all members of the Institute community, including faculty, staff, postdoctoral scholars, students and third parties, including minors, by maintaining an environment of respect, providing conflict resolution processes, and by establishing preventative measures as well as providing assistance and support to victims. This policy specifically addresses the Institute's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for its faculty, staff, postdoctoral scholars, students and third parties engaged in any Institute activity or program.

All members of the Institute community shall cooperate to maintain a safe environment.

The Institute does not tolerate violence or threats of violence committed by or against faculty, staff, postdoctoral scholars, students or third parties, including minors on its campus, at JPL or at any Institute locations or any Institute activity or program. All weapons are banned from Institute premises, activities and programs unless written permission is given by Campus Security or the Jet Propulsion Laboratory (JPL) Protective Services Division. Faculty, staff, postdoctoral scholars and students who violate this policy will be subject to disciplinary action, up to and including termination of employment or involuntary leave/expulsion. Individuals who intentionally bring false accusations about a violation of this Policy against another will be subject to disciplinary action, up to and including termination of employment or involuntary leave/expulsion.

Definitions

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual at the Institute.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

Child abuse includes serious endangerment of a child's physical or mental health due to injury by act or omission (neglect), including acts of sexual abuse.

Institute or facilities include all Institute locations, including the Jet Propulsion Laboratory and off-campus locations where faculty, staff, postdoctoral scholars and/or students are engaged in Institute activities or programs.

An At-Risk Individual is a faculty member, staff member, postdoctoral scholar, student, or other person who is a potential target or victim of violence. An At-Risk Individual also may be a threat to self or others.

Intimidation is engaging in actions that include, but are not limited to, behavior intended to frighten another.

Minor is anyone under the age of 18 years (also referred to as a "child" or "children").

Mandated Reporter is an employee who is required by law to make a report to the appropriate authorities whenever, in their professional capacity, or within the scope of their employment, they have knowledge of or observe a child they know or reasonably suspect has been the victim of child abuse or neglect. All athletic coaches, including assistant coaches and graduate assistants involved in coaching are Mandated Reporters. In addition, Institute employees whose duties bring them into direct contact with children under 18 years of age on a regular basis or who supervise employees whose duties bring them into contact with children on a

regular basis are Mandated Reporters as to child abuse or neglect occurring at the Institute or at an official activity of, or program conducted by, the Institute. Certain other professionals at the Institute, such as doctors, nurses and psychologists, are also Mandated Reporters.

Persons include Institute faculty, staff, postdoctoral scholars, students and third parties.

Stalking is a course of conduct directed at an individual that would cause a reasonable person to fear for his or safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with the person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Stalking that is sex or gender-based should be reported and will be handled pursuant to the Sexual Misconduct policy and applicable procedures. Stalking that is not sex or gender-based is covered by this policy.

Third Parties are individuals who are not Institute faculty, staff, postdoctoral scholars or students, such as relatives, acquaintances, guests, contractual personnel, consultants, vendors, visitors, volunteers, customers, clients, others engaging in sponsored activities, external affiliates, or others.

Victim is an individual who has experienced or witnessed an act or acts of violence or threats of violence or intimidation as outlined in this Policy.

Weapon is any instrument or substance capable of producing bodily harm, in any manner, under any circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person. This includes a replica that could be mistaken for a real weapon.

Examples of actions or activities that violate the Institute's Policy include, but are not limited to:

- Physical violence or the threat of physical violence against persons or property.
- Any verbal or physical conduct and/or harassing or intimidating behavior that causes a person to reasonably fear for his or her safety, or the safety of others including the safety of friends or family.
- Possessing, brandishing, or using a weapon in a manner that is not required by the individual's position while involved in any Institute activity or program on or off premises.
- Threatening or intimidating communications including notes, voice messages, telephone calls, electronic communications such as emails, texts and social media, and intra-office or regular mail directed towards a person(s) or facilities.
- Intimidation or stalking a person.
- Intentional destruction or threat of destruction to property owned or controlled by the Institute or NASA.
- Acts of violence or threats of violence, on or off Institute premises, if the threats or acts affect the legitimate interests of the Institute.

Reporting Violence

Any individual who experiences or observes a threat, an act of violence, or an unauthorized weapon must immediately notify Campus Security or JPL Protective Services Division, or law enforcement. An individual at a non-campus or non-JPL location must immediately notify local law enforcement.

Campus Security	626-395-5000
JPL Protective Services Division	818-354-3530

If an individual becomes aware of behavior that might violate this Policy, the individual must immediately notify one of the following managers or offices:

Employee’s supervisor/management	
Campus Human Resources – EOD	626-395-8039
Dean of Students	626-395-6351
Dean of Graduate Studies	626-395-6346
Provost Office	626-395-6320
Assistant Vice President for Equity, Accessibility, & Inclusion Initiatives, & Title IX Coordinator	626-395-3132
Campus Security	626 395-5000
Caltech Ethics Help Line	626-395-8787
JPL Human Resources	818-354-7506
JPL Protective Services Division	818-354-3530
JPL Workplace Violence Hotline	818-393-2851
JPL Ethics Help Line	818-354-9999 or 866-405-7536

The Institute will handle all reports of violence in a confidential manner, with information released as determined to be appropriate by the Institute. Managers are required to immediately report any known incidents of violent, threatening, or intimidating behavior to Caltech Security, JPL Protective Services Division, Human Resources, the Deans or the Provost, whether that behavior is observed on or off Institute premises when any Institute activity or program is involved. Caltech policy prohibits retaliation against any faculty, staff, postdoctoral scholar, student, or third party who, in good faith, reports a violation or suspected violation of this Policy.

Reporting Child Abuse

Every member of the Caltech community who knows of, or reasonably suspects, child abuse has a personal responsibility to report to Caltech Security or the JPL Protective Services Division immediately. Mandated Reporters have the additional responsibility to report immediately or as soon as practicably possible by telephone to the LA County Child Protection Hotline (800) 540-4000 (or from out of state (213) 639-4500) or to the Pasadena Police Department 911 (for emergencies) or (626) 744-4501 (for non-emergencies), or to another local police department. Mandated Reporters must file a written Suspected Child Abuse Report (SCAR) within 36 hours of receiving information concerning the incident. The SCAR can be completed online at <https://mandreptla.org>. Mandated Reports will be provided the opportunity for training by the Institute and must sign an “Employee Acknowledgement of Mandated Reporter Status.”

Investigating Violence

All reports of inappropriate behavior or conduct that violates or appears to violate any aspect of this Policy will be taken seriously, properly investigated and dealt with accordingly. Appropriate Institute personnel will conduct an independent investigation of the alleged threat or incident. Based on the findings of the investigation, individuals who violate any aspect of this Policy may be subject to disciplinary action up to and including any of the following: termination of employment, involuntary leave/expulsion, removal from the premises, or being restricted from access to Institute facilities. Additionally, the commission of such acts that may violate state or federal laws may be referred to law enforcement agencies for investigation.

Possession and Use of Firearms and Weapons

No unauthorized firearms or other weapons shall be brought onto Institute or NASA property or to Institute activities or programs, with the exception of weapons authorized by the Chief of Security on campus or the Division Manager of the Protective Services Division at JPL.

Resources

The Staff and Faculty Consultation Center and the Student Counseling Center at campus or Empathia/Life Matters at JPL may provide resources such as intervention, consultation or referral for clinical evaluation or treatment, including arranging for counselors to work with at-risk individuals, and victims and observers of an incident. In addition, training is available from Human Resources regarding violence prevention, public safety awareness, and child abuse. Contact information for these and other resources are:

Campus

Security	626-395-5000
Staff and Faculty Consultation Center	626-395-8360
Human Resources	626-395-8039
Dean of Students	626-395-6351
Dean of Graduate Studies	626-395-6346
Student Counseling Center	626-395-8331
Provost	626-395-6320
Title IX Coordinator	626-395-3132
Caltech Center for Diversity	626-395-6207
Caltech Ethics Help Line	626-395-8787

JPL

Protective Services Division	818-354-3530
Human Resources	818-354-7506
Empathia/Life Matters	800-367-7474
Ethics	818-354-6338
Ethics Help Line	818-354-9999
Workplace Violence Hotline	818-393-2851

Exceptions

Any exception to this policy requires the approval of the Chief of Security for campus, or the Division Manager for the Protective Services Division for JPL.

Related Policies

- [Unlawful Harassment](#)
- [Sexual Misconduct](#)