



OTERO COLLEGE PROCEDURE

OCP 19-10: Bullying, Violence and Weapons

OCP REFERENCE NUMBER:

OCP 19-10

REVISED/REVIEWED ON:

February 24, 2025

EFFECTIVE:

February 24, 2025

REFERENCE(S):

Colorado Revised Statutes, Title 18, Article 12 Offenses Related to Firearms and Weapons; Governor's Executive Order D0010-96

POLICY STATEMENT

The State Board for Community Colleges and Occupational Education (SBCCOE or Board) is committed to maintaining a safe environment for all employees, students, and guests while on System or College owned or leased properties, or while participating in System or College programs and activities. Violent behavior and bullying is prohibited. Additionally, any unauthorized or illegal weapons, including firearms, are strictly prohibited on any System or College owned or leased properties or while participating in System or College programs and activities.

APPLICATION:

This procedure applies to all employees, students, volunteers, guests, contractors, and visitors within the Colorado Community College System, including its Colleges (CCCS or System).

BASIS:

The purpose of this procedure is to ensure a safe and secure environment in which students and employees can achieve their educational and career goals without encountering violent behavior, threats, intimidation, or bullying.

DEFINITIONS:

Bullying

Repeated and/or severe aggressive actions or behaviors intentionally or reasonably likely to intimidate, hurt, humiliate, undermine, control, or diminish another person (physically or mentally). Actions or words that may cause an individual discomfort or distress do not



necessarily constitute bullying behavior. Bullying may, but does not always, include an abuse or misuse of power. Some examples of bullying may include:

- Spreading false and malicious rumors, gossip, or innuendo.
- Systematically excluding or isolating an individual in educational or work related activities.
- Undermining or impeding another person's educational or work endeavors.
- Repeatedly stealing or taking credit for work done by others.
- Belittling or demeaning others through ridicule or spiteful remarks about a person's opinion.
- Screaming or yelling at an individual for the purpose of harming, undermining, or intimidating that individual.

Bullying does not include:

- Expressing differences of opinion.
- Routine conflicts or problems in academic or workplace relationships.
- Offering feedback, guidance, direction, instruction, or advice about behaviors, academic or work related issues.
- A supervisor being firm in instructing and directing an employee or documenting unsatisfactory job performance and the consequences for such performance, as employees are expected to meet the reasonable performance and behavior standards of their position.
- Criticism or constructive feedback when proportional and directly related to issues of workplace performance and/or conduct .
- Criticism or constructive feedback related to academic performance and/or activities.
- Behavior that is unfriendly, dismissive, or curt unless carried to such an extreme that it objectively causes fear, intimidation, or physical or mental harm.

Violent Behavior

Any act or threat of physical, verbal, or psychological aggression, or the destruction or abuse of property by any individual. Threats (including those made in person, by mail, by email, over the phone, via text, or by other means) may include direct or indirect threats in verbal or nonverbal form, intended to result or objectively resulting in intimidation, harassment, harm, fear, or endangerment of the safety of another person or property.

PROCEDURE:

Bullying and Violent Behavior are prohibited. All CCCS employees and students are encouraged to timely report Bullying or Violent Behavior. Reports involving students will be reviewed and addressed in accordance with System Procedure (SP) 4-30a, Student



Behavioral Expectations and Responsibilities Resolution. Reports involving employees will be reviewed and addressed by the College or System Office Human Resources department in accordance with applicable policy, procedure, rule, or process. If a report involves parties who are employed at or associated with different Colleges or the System Office, the College or System Office department in receipt of the report shall coordinate with applicable departments at other locations to carry out these procedures.

Retaliation:

It is a violation of this procedure to engage in retaliation against any person who files a report or because of a person's participation, or perceived participation, in a review proceeding. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege provided by this procedure.

Restraining/Protective Orders:

Any student, employee, or visitor who has obtained a restraining/protective order that lists a System campus or facility as a protected area should immediately provide a copy to the College or System security/police or College staff designee. Other parties may also be informed when deemed necessary for the safety of the CCCS campus community. The point of contact for OC is the Dean of Students, or any member of the executive staff.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.