



Chaffey College

Workplace Violence Prevention Plan

In accordance with

California Senate Bill 553 (SB 553) and California Labor
Code (LC) 6401.7 and 6401.9

Revised 4/24/2025

Chaffey Community College District

The Office of Safety & Risk Management

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Workplace Violence Prevention Plan Revision Log

Date	Revised By	Approved By	Action Taken		Comments
			Review*	Update**	
7/1/2024	Nicole Leonard	Susan Hardie	X	X	Edited to comply with SB 553, Labor Code 6401.7, and Labor Code 6401.9.
12/13/2024	Nicole Leonard	Susan Hardie	X		N/A
4/24/2025	Nicole Leonard	Susan Hardie	X	X	Updated responsible persons/positions and program names.

*Review: Editing for grammatical or formatting errors and/or other small changes.

**Update: Editing for changes in content. A comment is required for updates.

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1. INTRODUCTION

Chaffey College (the “District”) is committed to preventing workplace violence and ensuring a safe and healthful work environment for all members of the campus community. The District does not tolerate violence against any member of the college community or property. This Workplace Violence Prevention Plan (“WVPP”) outlines the District’s procedures regarding workplace violence at all campuses and work locations.

2. RESPONSIBILITY

The WVPP administrator has the authority and responsibility to oversee and ensure implementation of this WVPP for the District. All managers are responsible for implementing and maintaining the WVPP in their work areas.

The following offices are available for information and consultation regarding the District’s WVPP.

Responsible Person	Job Title/ Position	Department	WVPP Responsibilities
Susan Hardie	Executive Director, Human Resources and WVPP Administrator	Human Resources	Responsible for overseeing, providing guidance and direction, and coordinating with other departments to implement the WVPP. Assists as appropriate with investigations of threats.
Nicole Leonard	HR & Risk Generalist	Risk Management	Responsible for overseeing, providing guidance and direction, and coordinating with other departments to implement the WVPP. Assists as appropriate with investigations of threats.
Steven Griffin	Chief of Police	Campus Police	Responds to workplace violence incidents.
Tomeika Carter	Acting Executive Director, Student Support Services	Student Support Services	Works closely with the Social Wellness and Chaffey Connects Team to provide additional mental health resources for students.
Cheryl Newman-Tarwater	Director, HEAT	Campus Police	Higher Education Assessment Team (HEAT) is a collaborative team that provides proactive assessment, intervention, early screening and identification, case management and monitoring, training, and program consultation for persons of concern.
Troy Ament	Associate Superintendent, Administrative Services & Emergency Operations	Executive Team	Oversees District’s Emergency Operations Center (EOC), and buildings or site updates, and improvements for campus safety.

3. EMPLOYEE INVOLVEMENT

Employees and authorized employee representatives will be provided with opportunity for input and review through collaboration with the District's Health and Safety Committee.

4. EMPLOYEE COMPLIANCE

Per Board Policy 3510, The District is committed to providing a workplace and learning environment that is free of violence and the threat of violence. The District's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence. The District requires employees who are the victim of violent conduct in the workplace, or are a witness to violent conduct, to report the incident to Campus Police and/or local law enforcement and their immediate supervisor and/or Human Resources.

Per Board Policy 3430, the District prohibits retaliation or harassment for reporting workplace violence incidents. The District will investigate all claims of retaliation based upon established policies and procedures.

The District will ensure that employees comply with the WVPP as follows:

- Inform employees and managers of the District's commitment to providing a workplace and learning environment that is free of violence and the threat of violence.
- Training employees on the District's WVPP.
- Noncompliance with the WVPP will be reviewed and handled according to the respective collective bargaining agreements for employees or personnel plan for managers.

5. COMMUNICATION

The District recognizes that open communication between managers and employees about workplace violence issues is essential to a safe and productive workplace. Ensuring a clear line of communication not only enhances understanding but also reinforces the commitment to a secure working environment. The District communication practices include the following:

- Workplace violence prevention training program.
- Periodic meetings to review the WVPP and any questions or concerns.
- Regular discussions about safety concerns, violence prevention strategies, and any incidents of violence.
- Post or distribute workplace violence prevention information.
- Employees are encouraged to report violent incidents, threats, or other workplace violence concerns to Campus Police without fear of reprisal or adverse action. Such reports will be promptly investigated.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

6. INCIDENT REPORTING

Reporting Procedures

The District requires any employees who are the victim of any violent conduct in the workplace, or are a witness to violent conduct, to report the incident to Campus Police and their immediate supervisor. If a threat or perceived threat is urgent, then please call 911 or Campus Police at 6911 on any District phone.

Other methods for reporting incidents, threats, hazards and concerns of workplace violence include:

- Using the WeTip Hotline at 1-844-909-0293.
- To the Chaffey Connects Team for incidents involving students. For more information visit <https://www.chaffey.edu/student-affairs/bit.php>.
- Directly to the Office of Human Resources

Emergency Response Procedures

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- If there is immediate danger, call Campus Police at extension 6911 or (909) 652-6911.
- If there is imminent danger, lifting and leaving the handset of a desktop phone off the hook will result in Campus Police being notified that assistance is needed.
- If appropriate, and as safety permits, a systemwide broadcast to employees of the presence, location, and nature of workplace violence emergency.
- You may be advised by emergency response personnel to follow evacuation or shelter-in-place orders as outlined in the District Emergency Operations Plan.

In the event of an emergency, including a Workplace Violence Emergency, call 911 or contact Campus Police at extension 6911 or (909) 652-6911.

Emergency Communications via InformaCast

The District utilizes communication software to send an emergency notification to employees and students via email and text called InformaCast. Such emergency communications will advise employees and students the safest course of action, such as shelter in place, evacuate, or lockdown. The system will also be used to advise employees and students when the emergency has ended and advise next steps.

7. INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident or threat of an incident, Campus Police or Human Resources will implement the following post-incident procedures:

- Maintain protection of the reporting employee, or any other employee, against the immediate threat of violence.

- Visit the scene of an incident as soon as safe and practicable to collect information such as who was involved, what occurred, where exactly the incident occurred, when did it occur, how the incident occurred, and if there were any witnesses.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement (agencies outside of the District).
- Update the violent incident log (Information listed in incident log is shown in Appendix 1).
- Review all previous incidents.
- Other post-incident procedures include the following:
 - o File a restraining order, if appropriate per Board Policy 3510.
 - o Implement resources, such as counseling services for affected employees and the campus community, if appropriate.
 - o Ensure that no personally identifiable information is recorded or documented in the written investigation report.

As part of the post incident response, the Chief of Police, risk management representative, or designee will update the District's Executive team, legal counsel, and Human Resources. Additionally, the students, staff, and community will be updated as appropriate via email, town hall meeting, and/or update on the District website.

8. HAZARD IDENTIFICATION

There are a number of factors that have been shown to contribute to the risk of violence in a campus workplace. The below activities may present a potential risk for violence in the workplace:

- Exchange of money.
- Working alone at night and during early morning hours.
- Availability of valued items, e.g., money, prescription drugs.
- Performing Campus Public Safety Policing functions.
- Assisting customers or students known or suspected to have a history of violence or mental health disorders.
- Employees, including former employees, who exhibit belligerent, intimidating, or threatening behavior to others.
- Employees who have been the object of belligerent, intimidating, or threatening behavior from family members or significant others.

The District performs workplace hazard assessments for workplace security in the form of a periodic review to identify and evaluate workplace security hazards and threats of workplace violence.

Periodic ongoing review of workplace safety is conducted according to the following schedule:

- Health and Safety Committee in conjunction with Campus Police and Safety and Risk Management.
- When new or previously unidentified security hazards are recognized.
- When violence in the workplace injuries or threats of injury occur.
- Whenever workplace security conditions warrant inspection.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. Inspections shall be conducted periodically or each semester by Campus Police Officers in consultation with Maintenance & Operations, the Health and Safety Committee, and Safety and Risk Management.

Employees can also submit a report with safety concerns at the following website: <https://www.chaffey.edu/police/hazardous.php>.

9. HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner, based on severity when they are first observed.

The District has implemented and will continue to implement the following procedures to correct workplace violence hazards that are identified:

- Improve lighting.
- Have Campus Police patrol the workplace interior and perimeter.
- Install security surveillance cameras in and around the workplace, as needed and as appropriate per District policies.
- Post signs notifying the public that cameras are monitoring the facility.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure adequate employee escape routes.
- Adhere to District policies regarding prohibited practices, such as no weapons on the campus (BP 3530 Weapons on Campus) and drug free campus (BP 3550 Drug Free Environment and Drug Prevention Program).
- Limit the amount of cash on hand and use safes for storing cash.

10. TRAINING AND INSTRUCTION

All employees, including managers, shall complete annual training on the identification and prevention of workplace violence. Additional training and instruction will be provided to appropriate District personnel whenever the District is made aware of new or previously unrecognized security hazards. Information on workplace security and safe work practices, including this program, will be updated as necessary.

Upon request of the manager and/or employee, Campus Police will provide training on Emergency Response procedures.

11. EMPLOYEE ACCESS TO THE WRITTEN PLAN

The District ensures that the WVPP shall be available to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

The most up-to-date Plan is available at <https://www.chaffey.edu/healthsafety/wvpp.php>.

12. RECORDKEEPING

The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - o Training dates.
 - o Contents or a summary of the training sessions.
 - o Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- The records shall not contain medical information per [CIV § 56.05\(j\)](#).

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by [LC § 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

13. EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of workplace violence hazard identification and correction.
- Training records.
- Violent incident logs.

14. REVIEW AND REVISION OF THE PLAN

The District's WVPP will be reviewed annually for effectiveness, should a deficiency be observed, or after a workplace violence incident.

15. EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\)](#), *Reporting Work-Connected Fatalities and Serious Injuries*, Chaffey College will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Appendix 1: Definitions

Chaffey Connects Team

The goal of Chaffey Connects (formerly known as BIT) is to identify students who appear to be in distress or in need of resources, provide supportive intervention for them, as well as guidance to the referring party before the student reaches crisis level. Individuals are encouraged to submit an online Chaffey Connects referral as soon as possible if they believe a student may be in distress or in need of resources. The Chaffey Connects referral form, members of the team, and resources can be found at <https://www.chaffey.edu/student-affairs/bit.php>.

Emergency

Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls

An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log

The violent incident log required by [LC § 6401.9](#).

Plan

The workplace violence prevention plan required by [LC § 6401.9](#).

Serious injury or illness

Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence

Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Type 1 violence

Type 1 workplace violence occurs when an individual enters the workplace specifically to commit a criminal act. While the assailant may feign being a consumer of campus goods or services as a pretext to enter a campus building, office or department, they have no legitimate relationship to the workplace.

Campus employees who have face-to-face contact and exchange money with the public, who work late at night and into the early morning hours, and who often work alone, or in very small numbers, are at greatest risk of a Type 1 event.

Type 2 violence

Type 2 workplace violence involves an assault or threat by someone who is either the recipient or the object of a service provided by a workplace or employee. Type 2 events involve both fatal and non-fatal injuries to campus individuals who provide goods or services to the public (i.e., students, community members, visitors). These events chiefly involve threats, intimidation, or assaults on Public Safety personnel, health care and social service providers, faculty, and other campus employees who provide professional, public safety, administrative or business services to the public.

Type 3 violence

Type 3 workplace violence consists of an assault by an individual who has some employment-related involvement with the workplace. A Type 3 event usually involves a threat of violence, or a physical act of violence resulting in a fatal or non-fatal injury, by a current or former campus employee, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a personal dispute involving an employee of the workplace.

A Type 3 event is not associated with a specific type of campus workplace or occupation. Any campus workplace can be at risk for a Type 3 event.

Type 4 violence

Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Work practice controls

Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace violence

Cal/OSHA has classified the circumstances associated with workplace violence into three major types. All three types exist to varying degrees in a typical campus environment. However, it is important to keep in mind that a particular campus workplace, situation, activity, or personnel classification may be subject to more than one type.

Any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace violence does not include lawful acts of self-defense or defense of others.

Workplace Violence Consultation Team

Chaffey community that assists in evaluating Chaffey's policies and procedures to prevent workplace violence. The team is comprised of the following offices: Risk Management, Campus Police, Human Resources, and Student Health Services.

Appendix 2: Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by [LC § 6401.9\(d\)](#):

- the date, time, and location of the incident
- the workplace violence type(s)
- a description of the event
- a classification of who committed the violence
- circumstances at the time of the incident
- the type of incident
- consequences of the incident
- information about the person completing the log, including their name, job title, and the date completed

Workplace Violence Incident Log

Date	Time	Location	WV Type(s)	Description	Classification	Circumstances	Consequences	Recorded By	Date Recorded

The information that is recorded will be based on information provided by the employees who experienced the incident of violence, witness statements, and all other investigation findings.





Information that personally identifies the individual(s) involved will be omitted from this log, such as names, addresses (physical and electronic), telephone numbers, and Social Security numbers.

Appendix 3: "Types of Workplace Violence" Quick Reference

Available for download at <https://www.chaffey.edu/healthsafety/wvpp.php>.

Chaffey College

Types of Workplace Violence

1		Criminal Intent	Type 1 violence is initiated by an individual who comes to a Chaffey campus specifically for the purpose of committing a criminal act.
2		Student/Customer	Type 2 violence is initiated by an individual who receives services that Chaffey offers (e.g. student, member of the community, or visitor).
3		Employee-Related	Type 3 violence is initiated by an individual who has an employment relationship with Chaffey (e.g. current or former employee).
4		Personal Relationship	Type 4 violence is initiated by an individual who does not work at Chaffey but has a current/former personal relationship with an employee.

View Chaffey's Workplace Violence Prevention Plan at www.chaffey.edu/healthsafety/wvpp.php