



## **AP 3510 Workplace Violence**

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

### **Definitions**

- **Prevention activities** – activities that increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.
- **Crisis or conflict** – constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of an employee's work.
- **Acts of violence** – include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.
- **A threat of violence** – includes behavior that is interpreted by a reasonable person as intending to cause physical harm to self, another individual, or property.
- **Workplace** – includes facilities owned or operated by the District as well as District-sponsored activities where faculty, staff, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the college community.

### **Prevention Plan**

- The District has a Workplace Violence Prevention Plan that includes, at a minimum:
- The person or persons with authority and responsibility for implementing the Plan as well as local law enforcement agencies, including contact information.
- A system for ensuring that employees comply with safe and healthy work practices.
- A system for communicating with employees in a form readily understandable by all affected employees on matters related to workplace violence.
- Procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.
- Procedures to investigate allegations of workplace violence.



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- Methods and/or procedures for correcting unsafe or unhealthy conditions.
- Provides training and information
- Record keeping and location of records

### **Responding to an Act or Threat of Violence**

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person or property at the District to their immediate supervisor and Campus Police and/or local law enforcement and/or Chief Human Resources Officer. Such reports will be promptly and thoroughly investigated by Campus Police or local law enforcement. The District may also conduct an independent, administrative investigation and take appropriate corrective action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, at facilities owned or operated by the District, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to criminal prosecution and/or disciplinary action. Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.



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No one, acting in good faith, who initiates a complaint or reports an incident under this procedure will be subject to retaliation or harassment.

### **Restraining Orders/Court Orders**

An employee shall immediately notify law enforcement of any restraining orders/court orders when named as a petitioner or person restrained and provide a copy of the order to the Campus Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Campus Police Department to ensure they are aware of it and that a copy of the restraining order is on file with the Campus Police Department.

The Risk Management Office will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

Also see BP/AP 3500 titled Campus Safety, BP/AP 3505 titled Emergency Operations Plan, BP/AP 3570 titled Smoking on Campus, BP/AP 6800 titled Occupational Health and Safety, AP 6850 titled Hazardous Materials, and AP 7343 titled Illness and Injury Leave.

References: Cal/OSHA; Labor Code Sections 6300 et seq.;  
Title 8 Section 3203;  
Code of Civil Procedure Section 527.8;  
Penal Code Sections 273.6, 626.9, 626.10

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