

**General Institution**

1 **AP 3510 WORKPLACE VIOLENCE**

2 **References:**

- 3 Cal/OSHA – Labor Code, Sections 6300 et seq.;
- 4 Title 8, Section 3203;
- 5 Code of Civil Procedure, Section 527.8;
- 6 Penal Code, Sections 273.6, 626.9, and 626.10

7 **Responding to Threats of Violence**

8 The top priority in this process is to effectively handle critical workplace incidents,

9 especially those dealing with actual or potential violence.

10 Violence or the threat of violence against or by any employee of the District or any other

11 person is unacceptable.

12 A non-employee who demonstrates or threatens violent behavior may be subject to

13 criminal prosecution.

14 An employee who demonstrates or threatens violent behavior during working hours may

15 be subject to disciplinary action and criminal prosecution.

16 The following actions are considered violent behavior for the purposes of this procedure:

- 17 • Striking, punching, slapping, or assaulting another person.
- 18 • Fighting or challenging another person to fight.
- 19 • Grabbing, pinching, or touching another person in an unwanted way whether the
- 20 behavior is sexual or not.
- 21 • Engaging in dangerous, threatening, or unwanted horseplay.
- 22 • Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous
- 23 object, including but not limited to any facsimile firearm, knife, or explosive, on
- 24 District property, including parking lots and other exterior premises, while in or
- 25 using a District vehicle, or while engaged in offsite activities for the District. If such
- 26 possession or use is a requirement of the job or the program, it may not be
- 27 considered as a violent act.
- 28 • Making credible threats of harm or harming another person, or any action or course
- 29 of conduct that evidences or implies a threat of bodily harm.
- 30 • Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade
- 31 longer than 2½ inches onto or into District property, unless the person is authorized
- 32 to possess such a weapon in the course of his/her/their employment, has been
- 33 authorized by a District administrator to have a knife, or is a duly appointed peace
- 34 officer who is engaged in the performance of his/her/their duties.

35 Any employee who is the victim of any violent, threatening or harassing conduct, any  
36 witness to such conduct, or anyone receiving a report of such conduct, whether or not the  
37 perpetrator is a District employee, shall immediately report the incident to his/her/their  
38 supervisor or other appropriate person.

39 A student or an employee who cannot reach his/her/their supervisor shall immediately  
40 report any violent behavior to Campus Police at (562) 860-2451, extension 2325 at any  
41 time or to the Human Resources Office at (562) 860-2451, extension 2284 between 8:00  
42 a.m. and 4:30 p.m., Monday through Friday.

43 No person, who acts in good faith and initiates a complaint or reports an incident under  
44 this policy, will be subject to retaliation or harassment.

45 If there is a potential for disciplinary action, any employee reported to be a perpetrator will  
46 be provided due process and may obtain representation from his/her/their union if  
47 applicable and/or at his/her/their own expense.

48 In the event that there is reasonable cause to believe that the perpetrator or others at the  
49 scene of a violent act may not be safe, Campus Police and/or appropriate law  
50 enforcement personnel will be called.

51 In the event that a student or employee obtains a restraining order against another  
52 person, the student or employee shall report this information to his/her/their supervisor  
53 and/or to the Campus Police Department to assure the safety of the environment and the  
54 individual. The District will make every effort to accommodate the restraining order. The  
55 person obtaining the restraining order will cooperate with the directions of the Campus  
56 Police Department and the Human Resources Office to ensure the effective enforcement  
57 of the restraining order.

58 An investigation of each known threat or act of violence will be completed as soon as is  
59 reasonably possible. A written report will be rendered by the appropriate investigator  
60 which may be District personnel, including Campus Police, or an outside agency. The  
61 District will maintain records of any violent behavior.

62 Office of Primary Responsibility: Vice President, Business Services  
63 Vice President, Human Resources

64 Also see BP/AP 3500 titled Campus Safety and BP/AP 6800 titled Safety

---

**Date Approved:** November 26, 2007

**Dates Reviewed:** January 16, 2019; February 13, 2023