

WORKPLACE VIOLENCE PREVENTION PROGRAM for Cerritos Community College District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: New Plan

Date of Last Revision(s): New Plan

DEFINITIONS

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 section 6401.9.

Plan - The workplace violence prevention plan required by LC section 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.

Workplace violence - 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.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

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.

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

Work practice controls - procedures and rules used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, the Vice President/Assistant Superintendent, Human Resources has the authority and responsibility for implementing the provisions of this plan for Cerritos Community College District. If there are multiple people responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jose Fierro, Ph.D., D.V.M.	President/Superintendent	Overall responsibility for the plan; <i>Dr. Fierro recommends final approval of the plan to the Board of Trustees, and any major changes.</i>	(562) 860-2451, x 2204	president@cerritos.edu
Felipe Lopez	Executive Vice President, Business Services	Responsible for employee involvement and shared governance over campus safety; <i>EVP Lopez oversees divisions responsible for safety committee meetings, authorizes updated training materials, serves as the emergency response administrator, and oversees the department of the Cerritos College Police Department.</i>	(562) 860-2451, x 2241	flopez@cerritos.edu
Mercedes Gutierrez, Ed.D.	Vice President/Assistant Superintendent, Human Resources	Responsible for implementation of the WVPP, training and employee involvement; <i>VP Gutierrez collaborates with President and EVP to address plan approval, recommended changes, and updates training materials.</i>	(562) 860-2451, x 2282	mgutierrez@cerritos.edu
Don Mueller	Chief of Police	Responsible for emergency response, hazard identification, and coordination with other agencies; <i>Chief Mueller conducts safety inspections, co-chairs District safety committee, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(562) 860-2451, x 2299	dmueller@cerritos.edu
Anthony	Director of Physical Plant	Responsible for	(562) 860-	aparker@Cerritos.edu

Parker	and Construction Services	emergency response, hazard identification; conducts safety inspection; Co-chairs with Chief Mueller, <i>District Safety Committee, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	2451, x 2301	
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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Cerritos Community College District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

District Committee on Safety

- The District Committee on Safety will serve as the shared governance committee that will review and move the plan for approval to the College’s Executive Council.
 - The District Committee on Safety meets the 3rd Wednesday of each month. Meeting agendas are publicly posted via [Board Docs](#).

Crisis Assessment, Intervention and Response (CAIR) Report

- A CAIR report may be filed if there is a need to report concerning behavior by a student. The purpose of the CAIR report is to identify initial signs in students of noticeable distress before they lead to deeper issues in their personal and academic life. This form is available online through the Cerritos College website through the [link](#).
 - Although the form is meant to be used for non-emergency situations, in the event of an emergency (threat of self to harm/others, significant injury, to report a crime, etc.), individuals need to contact Cerritos College Police Department immediately at (562) 860-2451 Ext. 2325, or (562) 924-3618.

Designing and implementing training

- Training Implementation
 - Annual training will be held on Falcon Day, our annual professional development day, wherein employees will be provided with an overview of the requirements, the Cerritos College Workplace Violence Prevention Plan (WVPP), the training requirements and the ongoing execution of the WVPP.
 - A training committee establishes the criteria for review and consideration of topics for Falcon Day.
 - Survey soliciting feedback and input on specific aspects of both the development and implementation of this plan.
 - Request employees to submit their ideas directly to the person responsible for this WVPP (as identified above) via email or telephone.
 - Additional training may be available as information resources are generated.

- Policy and Procedure Implementation
 - Board Policy and Administrative Procedure 3510 serves as the authority of the District's execution of SB 553.
 - In accordance with [Board Policy 3510](#) and [Administrative Procedure 3510](#) identifies the types of actions considered violent behavior for the purposes of the procedure and shares the process for reporting an incident.
 - Policy and administrative updates are regulated based on the Community College League of California. These updates are then processed through local shared governance before presenting changes to the Cerritos College Board of Trustees.
- Reporting and investigating workplace violence incidents
 - Reports regarding campus violence are to be reported to the Cerritos College Police Department immediately.
 - These reports are filed in person or via phone dispatch to (562) 860-2451 Ext. 2325, or (562) 924-3618.
 - Non-critical or non-imminent threats regarding student behavior can also be sent to the CAIR team.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. Cerritos College is committed to providing a District work and learning environment that is free of violence and threats of violence through the adoption of [Board Policy 3510](#) regarding Workplace Violence. Cerritos College also has several Board Policies and Administrative Procedures regarding the reporting violence and other crimes on campus which include but are not limited to:
 - [BP 3515 Reporting of Crimes](#)
 - [BP 3520 Local Law Enforcement](#)
 - [BP 3530 Weapons on Campus](#)
 - [BP 3540 Sexual and Other Assaults on Campus](#)
 - [BP 6800 Safety](#)
 - [BP 7700 Whistleblower Protection](#)
 - [AP 3510 Workplace Violence](#)
 - [AP 3515 Reporting of Crimes](#)
 - [AP 3520 Local Law Enforcement](#)
 - [AP 3530 Weapons on Campus](#)
 - [AP 3540 Sexual and Other Assaults](#)
 - [AP 6800 Occupational Safety](#)
 - [AP 7700 Whistleblower Protection](#)
- These policies and administrative procedures are accessible to both employees and the public through the Cerritos College website under its [Board Policies main page](#).
- Employees are provided links to these policies and procedures at the time of onboarding during the hiring process and are to provide an acknowledgement of receipt when completing their employee hire packets.
- The plan shall be in effect at all times throughout campus, and District operations in the local community.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Cerritos Community College District Workplace Violence Prevention Plan (WVPP).
- Non-compliant employees will be referred to HR for corrective action. Provide retraining to employees whose safety performance is deficient with the WVPP.
 - A workplace safety training available on the Keenan platform will serve as a retraining tool.
 - Based on timing, training/retraining on workplace safety reporting requirements will also provide training as a component as part of faculty professional development requirements (flex), and Falcon Day for both faculty and classified staff.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging the employee's safety processes and compliance with policies on their evaluations.
- Other acknowledgements including emails/memos to employees by campus managers, or administration may occur.
- Discipline employees for failure to comply with the WVPP.
 - Corrective action for employees who fail to comply with the WVPP will be based on the egregiousness of the situation.
 - Progressive discipline and due process in accordance with collective bargaining and Administrative Procedures as described in [AP 7365 for classified service](#).
 - Classified service in accordance to [California Education Code 88003](#) (a) and in [Board Policy 7230](#) defines classified service as the employment of persons “for positions that are not academic positions...The employees and positions shall be known as the classified service.” The application of AP 7365 applies to classified, confidential, and classified management.
 - [Board Policy](#) and [Administrative Procedure 7260](#) state, “classified managers are employed in the same manner as the other members of the classified service. Employment shall be consistent with other provisions of the Board Policies and Administrative Procedures regarding employment of classified employees.”
 - Confidential employees are members of the classified service. The employee is a classified service in accordance to the Education Code, however, the position is designated confidential based on the statutory requirements for confidential status. In accordance to [Government Code 3540.1](#) and Board Policy [7240](#), confidential employees are those who are required to develop or represent management positions with represent to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.”
 - Progressive discipline and due process in accordance with [Education Code 87732](#) for academic employees (faculty and educational administrators). Members of the faculty are currently engaged in collective bargaining regarding due process procedures.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other third-party contractors/employers (including but not limited the primary contractor due to the construction bond), about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs through Keenan and Falcon Day.
- Regularly scheduled meetings by the District Committee on Safety via Board Docs that address security issues and potential workplace violence hazards.
- Posted or distributed workplace violence prevention information.
 - How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can privately report a violent incident, threat, or other violence concerns to the Cerritos College Police Department and through CAIR, should the concern regard a student's behavior.
- Contact police at 911 or at (562) 860-2451 Ext. 2325, or (562) 924-3618.
- Anyone can also use the Rave Guardian mobile application that links directly to Cerritos College Police Department when an emergency arises.
- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.
- Chief of Police provides an annual update to the Board of Trustees on campus safety and incidents as part of Clery reporting requirements.
- Cerritos College Police Department establishes interagency agreements with local law enforcement agencies in the local community including the Los Angeles Sheriff's Department in the cities of Norwalk and Cerritos.
- Cerritos College Police Department determines contact with other agencies for mutual aid as needed.

COORDINATION WITH OTHER EMPLOYERS

Cerritos Community College District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan. Vendors, including but not limited the primary contractor due to the construction bond, working on campus must comply with policies regarding workplace violence including:

- Vendors and their employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Cerritos Community College District will implement the following effective procedures to ensure that:

All threats or acts of workplace violence are reported to the Cerritos College Police Department (CCPD). This will be accomplished by calling 911 or CCPD directly at (562) 860-2451 Ext. 2325, or (562) 924-3618.

1. College Police Dispatch creates a record under the District's Computer Assisted Dispatch (CAD) system of record. The dispatch record is sent to all officers on duty.

2. Chief of Police and Captain of Campus Police will work with local law enforcement for mutual aid as needed.

A strict non-retaliation policy and procedure is in place as noted in [Board Policy](#) and [Administrative Procedure 7700](#), and any instances of retaliation are dealt with swiftly and decisively following all collective bargaining and discipline procedures.

EMERGENCY RESPONSE PROCEDURES

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

How to obtain help from staff, or law enforcement

- Contact 911 in the event of an actual emergency, or CCPD directly at (562) 860-2451 ext. 2325 or (562) 924-3618.
- Blue emergency phones located in and around buildings.
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - Chief of Police has the ability to send email and text emergency alerts under the following processes:
 - Rave Guardian mobile application for emergency communication
 - RAVE emergency alert system via text, email, and Twitter (X)
 - “Cerritos College” mobile application available via Google Play Store, or the equivalent.
 - Management telephone tree through the President’s office.
 - Alarm systems and PA announcements will be used to alert employees of emergencies through Cerritos College Police Department and Facilities. Horns and strobe lights are used as part of the Cerritos College alarm system

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Don Mueller	Chief of Police	Responsible for emergency response, hazard identification, and coordination with other agencies; Chief Mueller <i>conducts safety inspections, co-chairs District Safety Committee, coordinates emergency response procedures, and communicates with other employees about the plan.</i>	(562) 860-2451, x 2299	dmueller@cerritos.edu
Brian Hill	Captain of Campus Police	In the absence of the Chief of Police	(562) 860-2451, x 2327	bhill@cerritos.edu

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Cerritos Community College District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Facilities and Campus Police have access to all locked buildings.

- Identification Cards for all employees upon completion of the construction project.
- Reporting distressing and disturbing behaviors by students are filed through Crisis Assessment, Intervention and Response ([CAIR Report](#)). The CAIR Team is a multidisciplinary partnership which contributes to the health and safety of the campus education. The team consists of Cerritos College staff, and administrators that evaluate and assess distressing and disturbing behaviors exhibited by students, coordinate and develop a coordinate response to provide assistance and intervention for students of concern.
- Drill schedules including active shooter drills to be provided to employees upon development and approval.
- Locksmith ability to access all locked buildings.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence.

Regular facilities inspections are conducted daily on lights and doors. Notification of any issues are made to the Facilities Department.

Exterior door integrity and exterior lights inspections are conducted nightly by CCPD personnel, and any faulty conditions identified are reported to Facilities for immediate repair.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Don Mueller, Chief of Police	Inspections of exterior building doors in Campus classrooms, offices, and parking lots; Security camera footage; equipment functionality/Campus Police Department
Brian Hill, Captain of Campus Police	Daily inspections of lights and doors in Campus classrooms, offices, and parking lots; Security camera footage; equipment functionality/Campus Police Department
Anthony Parker, Director of Physical Plant and Construction Services	Lights, hazardous materials, concrete, grounds/Facilities Department
Patrick O'Donnell, Director Information Technology	Phone functionality service and inspection/Informational Technology

Inspections for workplace violence hazards include assessing:

- Dark Parking Lots for attractiveness in criminal activity.
- The exterior and interior of the workplace for its attractiveness to suspects.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.

- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Cerritos Community College District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be directed to evacuate from the situation as directed by the Chief of Police or their designee, except those necessary to correct the existing condition. Employees necessitating to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms on the records management system (RMS) by the responding officer.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Make the workplace unattractive to suspects by:
 - Improve lighting around and at the workplace.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Police and cadets are hired and patrol the workplace interior and perimeter.
 - Maintain security surveillance cameras in and around the workplace.
 - Safety escorts are available to assist individuals to parking lots.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by: Ensure the adequacy of workplace violence systems

- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of imminent violence or to summon assistance, (e.g., alarms or panic buttons).
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence through training by Keenan & Associates, and through Falcon Day.
- [Board Policy](#) and [Administrative Procedure 7365](#) addresses classified (classified, confidential, and classified management) employee disciplinary and discharge procedures address the potential for workplace violence under the following causes:
 - Carelessness or negligence in the performance of duty or in the care or use of District property
 - Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public
 - Personal conduct unbecoming an employee of the District, whether or not such conduct amounts to a crime.
 - Violation or refusal to obey the school laws of the state or reasonable regulations prescribed for the government of community colleges by the Board of Governors or by the Board of Trustees of the District
 - Conviction of a felony of a crime involving moral turpitude, or any crime bringing discredit upon the District.
 - Willful failure of good conduct tending to injure the public service.
 - Immoral conduct.
 - Evident unfitness for service
 - Any conduct that threatens or tends to threaten the welfare and/or the property of the students or employees of the District, including the employee(s) involved in the conduct.
- [Board Policy](#) and [Administrative Procedure 3510](#) establish policy and procedures on the possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object(s).
- [Education Code 87732](#) addresses academic (faculty and educational administrators) employee disciplinary reasons for potential workplace violence under the following causes:
 - Immoral or unprofessional conduct.
 - Dishonesty.
 - Evident unfitness for service.
 - Physical or mental condition that makes him or her unfit to instruct or associate with students.
 - Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations

prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.

- Conviction of a felony or of any crime involving moral turpitude.
- Limit the amount of cash on hand and use time access safes for large bills.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- 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.
- Using Cerritos College Police Department Computer Assisted Dispatch (CAD) and Reporting Management System (RMS) (standard on-campus incident report log) will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, , scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

- Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- **Post Incident Debriefings**—Occur immediately or as soon as possible after an incident (same day) with the campus administration and with the Emergency Operations Command Center Team.
 - Determine the cause of the incident.
 - Take corrective action to prevent similar incidents from occurring.
 - Record the findings and ensure corrective actions are taken.
 - Efficacy of initial incident response procedures
 - Record the findings and ensure corrective actions are taken.
 - Gaps or deficiencies that occurred
 - Trainings
 - Compliance
 - Communication
 - Operation plans to determine faulty process or procedure contributed to an unsafe situation
 - Hazards
 - Facility deficiencies
 - Employee(s) response

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Cerritos Community College District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Cerritos Community College District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Cerritos Community College District ensures that the WVPP plan shall be available online on the District's website, and available in writing upon request to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

RECORDKEEPING

Cerritos Community College District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
 - Law enforcement retention policies are as follows:
 - Permanent retention: Sexual assault, homicides
 - 10 years: Major felonies
 - [Board Policy](#) and [Administrative Procedure 3310](#) establishes board policies and administrative procedures to assure the retention and destruction of all District records.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - 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 [subdivision \(j\) of section 56.05 of the Civil Code](#).
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

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 **15 calendar days of a request**:

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

REVIEW AND REVISION OF THE WVPP

The Cerritos Community College District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT

section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Cerritos Community College District WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Cerritos Community College District 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.

“I, Mercedes Gutierrez, Ed.D., Vice President/Assistant Superintendent of Human Resources of Cerritos Community College District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.”

Mercedes Gutierrez, Ed.D.
Vice President/Assistant Superintendent of Human Resources

Signature

Date

Appendix A

Campus Assisted Dispatch (CAD) and Report Management System (RMS) Samples

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 section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Sample CAD

New Event
Call-Taker: J. Oehler CASE #: -

Location* Apt. Unit

Required
Location Notes
-

Police
County: - Zone: -
D-Area: - Agency: -

Call For Service*

Priority Origin Disp
- DISP Dispatch

Narrative*

Labels
-

Reporting Party
Last Name First Name

Phone

Location Apt. Unit

Notes
-

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Schedule Transmit **Save**

Sample RMS

Search DASHBOARD REPORTS PROPERTY ANALYTICS TASKS NOTIFICATIONS AC

REPORTS

Report #, Arrest Number, Citation Number

FILTERS

SAVED SEARCHES

+ NEW REPORT

0-0 of 0

Draft (4) Rejected (0) Pending First Review (1) Pending Second Review (0) Completed

EVENT DATE ↓	REPORT # / RECO...	REPORT DETAILS	OWNER	EVENT LOCATION	NARRATIVE	LABELS
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No Reports

Appendix B

Retention of Department Records

This section defines various Cerritos College Police Department records, either in the form of an original document or unalterable electronic document and establishes a retention period for which they must be maintained. At the expiration of the retention period, the records shall be destroyed or deleted from digital storage.

Unless indicated otherwise, Operations shall be responsible for retaining these records.

Announcements:

All types of Department broadcasts; and Two-year retention; (GC 34090)

AQMD Records:

All records related to the annual AQMD study, including employee surveys; and Five-year retention. The AQMD Coordinator will retain these records. (AQMD rule 2201(j)(7); GC 12946)

Clearance Letters:

Local records review for visa, immigration, foreign adoption, housing authority, or persons of record; and Two-year retention. (PC 11105.3, 136300(c)(8) and 13321)

Daily Worksheet and In-Services:

Summary of personnel assigned to each shift and their individual assignments; and Two-year retention. (GC 34090)

Sex and Arson registration:

Sex and Arson Registration indefinitely (0); (PC 290 et seq. and WI 781)

Parking Records:

All Parking Records related to citation appeals; Two-year retention. The Parking Coordinator will retain parking records. (GC 34090)

Property Control (PC) cards:

Used for recording evidence by this Department; and Five-year retention. The Property Custodian will retain the PC Cards; (GC 34090)

Reports:

Most Department crime, incident, and miscellaneous reports shall be retained for a period of nine (9) years. Reports involving homicides, dead bodies, Officer-involved shootings, missing persons (adults or juveniles), firearms (stolen, lost), sex crimes, child abuse, elder abuse, domestic violence, animal cruelty, potential homeland security activity, arson, major injuries to faculty, staff or students, suicide, attempt suicide, and offenses where there is no statute of limitation shall be retained indefinitely. (PC 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799; PC 802, PC 187, 800 et seq.; GC 34090 et seq)

Personnel Records:

All personnel records for current employees of the Police Department will be securely stored with the Chief of Police during their respective period of employment. (GC 34090)

Following separation from the College District, employee files will be retained either physically or electronically to the following schedule:

1. Part-Time Hourly; 5 years.
2. Classified Employees; 10 years.
3. Sworn Employees; Indefinitely.

Timekeeping Records:

All records related to Daily In-Services, Payroll Reports, Absence Reports; and One-Year Retention in Operations. (GC 34090)

Criminal Incident Reports that will be held indefinitely include but are not limited to:

Assault with Deadly Weapon / Aggravated Assault
Animal cruelty
Armed Robbery
Arson
Child abuse
Crimes concerning major property damage to college infrastructures or College's computer network / databases
Dead bodies
Domestic violence
Elder abuse
Firearms (stolen, lost)
Homicides / Manslaughter / Murder / Vehicular Homicide / Vehicular Manslaughter
Kidnapping
Maiming / Mayhem
Major injuries to faculty, staff or students
Missing persons (adults or juveniles)
Officer-involved shootings
Potential homeland security activity
Robbery
Sale and Distribution of Guns
Sex and Arson registration
Sex crimes
Suicide, and attempted suicides
Terrorism Charges
Terrorist Threats
Vehicular Homicide
Vehicular Manslaughter
Weapons Offenses / Weapons Violations on School Grounds/College Campus