Cerritos Community College District Procedure

No. 3510

General Institution

AP 3510 WORKPLACE VIOLENCE

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, and 626.10

Responding to Threats of Violence
The top priority in this process is to effectively handle critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

A non-employee who demonstrates or threatens violent behavior may be subject to criminal prosecution.

An employee who demonstrates or threatens violent behavior during working hours may be subject to disciplinary action and criminal prosecution.

The following actions are considered violent behavior for the purposes of this procedure:
- 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 the behavior is sexual or not.
- 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, on District property, including parking lots and other exterior premises, while in or using a District vehicle, or while engaged in offsite activities for the District. If such possession or use is a requirement of the job or the program, it may not be considered as a violent act.
- Making credible threats of harm or harming another person, or any action or course of conduct that evidences or implies a threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick or knife having a fixed blade longer than 2½ inches onto or into District property, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District administrator to have a knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.
Any employee who is the victim of any violent, threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether or not the perpetrator is a District employee, shall immediately report the incident to his/her supervisor or other appropriate person.

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

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

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

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

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

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

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

Offices of Primary Responsibility: Vice President, Human Resources
Campus Police Services

Date Approved: November 26, 2007