

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 3
General Institution

AP 3510 PROHIBITION OF 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, 626.10, and 29800

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

Responding to Threats of Violence

The top priority in this process is effectively handling 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.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee using District property or during authorized District activities on or off District property, demonstrate or threaten violent behavior he/she may be subject to disciplinary action and may be subject to criminal prosecution.

The following actions are considered violent acts as measured by a reasonable person standard:

- 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 as well as stun gun, pepper spray, mace, or other similar object or device on District property, 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 in/on District facilities, 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 weapon, 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 conduct, or is a witness to such conduct, or any supervisor receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or Human Resources. Employees who are not the victim or a witness but have knowledge of the incident are expected to report it to the supervisor or Human Resources.

No one who initiates a complaint or reports an incident under this procedure and/or related policy, acting in good faith, will be subject to retaliation or harassment. The District will investigate any individual(s) suspected of making questionable complaints. Individual(s) found to have intentionally made false complaints shall be subject to disciplinary action.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken, as required by law.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District security and/or appropriate law enforcement personnel will be called.

Pursuant to BP 7360 titled Discipline and Dismissal – Academic Employees and BP 7365 titled Discipline and Dismissal – Classified Employees, as well as applicable law, the District shall take appropriate disciplinary action against any employee who threatens another physically.

Ratified June 15, 2015