

**AP 3510          WORKPLACE VIOLENCE PLAN**

**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 12021

**Responding to Threats of Violence**

The top priority in this process is to immediately respond and address 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, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action and/or criminal prosecution.

The following actions are considered violent acts:

- Striking, punching, or assaulting another person
- Fighting or challenging another person to fight
- 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, 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

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 the perpetrator is a District employee or a non-employee, shall immediately report the incident to the District Police Department, Human Resources, and his/her supervisor.

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

Any employee reported to be a perpetrator shall be afforded due process before disciplinary action is taken.

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

Offices of Primary Responsibility: Human Resources  
College Operations (District Police Department)

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**Date Approved:** December 8, 2009