



AP 3510 Workplace Violence Plan

References:

Cal/OSHA; Labor Code Sections 6300 et seq.;
Cal/OSHA; Labor Code Sections 6401.7;
Cal/OSHA; Labor Code Sections 6401.9;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, and 626.10

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

1. Responding to Threats of Violence

- a. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.
- b. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.
- c. Should a non-employee on District property demonstrate or threaten violent behavior, they may be subject to criminal prosecution.
- d. Should an employee, during working hours, demonstrate or threaten violent behavior they may be subject to disciplinary action by the District and/or may be subject to criminal prosecution by local law enforcement.
- e. The following actions are considered violent acts:
 - i. Striking, punching, slapping or other forms of assaulting another person, as defined by law.
 - ii. Fighting or challenging another person to fight.
 - iii. Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
 - iv. Engaging in dangerous, threatening or unwanted horseplay.
 - v. Operating equipment, vehicles, or other machinery in a manner that threatens the safety of others.
 - vi. 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.
- vii. Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
 - viii. Bringing or possessing any item 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 their employment, has been authorized by a District employee to have the item, or is a duly appointed peace officer who is engaged in the performance of their duties.
- f. 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 their supervisor or other appropriate person.
 - g. In the case of a life-threatening emergency, dial 911.
 - h. In the case of a non-life-threatening emergency, contact:
 - i. Valencia Campus Safety – dial 7 on any campus phone Canyon Country Campus Safety - dial 6 on any campus phone
 - i. To report violent threatening or harassing conduct:
 - i. Director of Campus Safety – 661 259-7800 extension 3516
 - ii. Asst. Superintendent/Vice President, Student Services 661 259-7800 extension 3498
 - iii. Asst. Superintendent/Vice President, Human Resources 661 259-7800 extension 3424
 - j. No person, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.
 - k. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.
 - l. In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Campus Safety and the Santa Clarita Valley Sheriffs will be called.

Endorsed by CPC: 5/28/24

Next Review Date: Spring 2030