

## **AP 3510 Workplace Violence**

Reference:

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

1.0 The North Orange County Community College District is committed to providing a safe work environment that is free of violence and the threat of violence.

### **2.0 Responding to Threats of Violence**

2.1 The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence. The District's Workplace Violence Prevention Plan (WVPP) establishes a framework for protecting employees from workplace violence and procedures for reporting incidents of workplace violence. The WVPP will be updated annually and sent out to employees along with related compliance training.

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

2.3 Should a non-employee on District property demonstrate or threaten violent behavior they may be subject to criminal prosecution.

2.4 Should an employee, during working hours, demonstrate or threaten violent behavior they may be subject to disciplinary action and/or criminal prosecution.

2.5 The following actions are considered violent acts:

2.5.1 Striking, punching, slapping, or assaulting another person.

2.5.2 Fighting or challenging another person to fight.

2.5.3 Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.

2.5.4 Engaging in dangerous, threatening, or unwanted horseplay.

2.5.5 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.

2.5.6 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

2.5.7 Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is

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authorized to possess such a weapon in the course of their 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 their duties.

- 2.6 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 either to their supervisor or other appropriate designee, such as Campus Safety, Risk Management, or Human Resources.
- 2.7 No one, acting in good faith, who initiates a complaint or reports an incident under this procedure will be subject to retaliation or harassment.
- 2.8 Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.
- 2.9 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 officers or local law enforcement personnel will be called.
- 2.10 Violent acts should be reported to:

Director of Campus Safety

- Cypress College (714) 484-7387
- Fullerton College (714) 992-7777
- Anaheim Campus (714) 808-4911

Director, Campus Communications

- Cypress College (714) 484-7006
- Fullerton College (714) 992-7013
- Anaheim Campus (714) 808-4829

President

- Cypress College (714) 484-7308
- Fullerton College (714) 992-7001
- Anaheim Campus (714) 808-4670

### **3.0 File Retention**

- 3.1 The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.
- 3.2 The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.
- 3.3 The District will create and maintain records of violent incident logs for a minimum of five years.

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- 3.4 The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

See Board Policy 3510, Workplace Violence and Board Policy and Administrative Procedure 3515, Reporting of Crimes

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