

Policy Change   
Procedure Change   
New Policy   
New Procedure

Subject Matter Area Review   
Constituency Group Review   
District Council   
Board 1<sup>st</sup> Reading   
Board 2<sup>nd</sup> Reading

**KEY:**  
BOLD= new language  
~~strikethrough~~= delete language

Comments:  
Updates provided by Compliance using CCLC templates to inform recommended revisions  
[CCLC Spring/Fall 2015 Update](#)

Referred to:

Edited:  
11/18/15

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Yosemite Community College District Policies and Administrative Procedures

No. 3510

**Policy**

**3510 Workplace Violence ~~Plan~~**

**Note: This policy is legally required.**

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board’s priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or disrupts the workplace, the academic environment, or the District’s ability to provide services to the public.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

**References:**  
Cal/OSHA: Labor Code Sections [6300 et seq.](#); [8 California Code of Regulations Section 3203](#); [“Workplace Violence Safety Act of 1994” \(Code of Civil Procedure Section 527.8\)](#); [“Workplace Violence Safety Act of 1994 \(Penal Code Section 273.6\) and ~~12021~~](#)

**Adopted:**  
**Last Reviewed:**

## Administrative Procedure

### 3510 Workplace Violence Plan

**Note: This procedure is legally required. Local practice may be inserted. Safety in the workplace is addressed in AP 6800. Districts may merge the two procedures if desired.**

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, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

#### The following actions are considered violent acts:

- 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, 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, or otherwise permitted by District policy and California law.
- 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 his/her supervisor or other appropriate person.

Reports should be made to:

1 **Campus Safety/Security: Modesto Junior College – (209) 575-6351, Columbia College – (209) 588-5167**  
2 **Human Resources: (209) 575-6900.**

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4 **Reports can also be made to local law enforcement:**

5 **Emergency: 911.**

6 **Modesto Police Department: (non-emergency) (209) 552-2470.**

7 **Tuolumne County Sheriff's Office: (non-emergency) (209) 533-5855.**

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

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12 **Any employee reported to be a perpetrator will be provided both due process and representation**  
13 **before disciplinary action is taken.**

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15 **In the event the District fears for the safety of the perpetrator or the safety of others at the scene of**  
16 **the violent act, local law enforcement will be called.**

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18 **References:**

19 **Cal/OSHA: Labor Code Sections [6300 et seq.](#); Title 8 Section [3203](#); Code of Civil Procedure Section [527.8](#);**  
20 **Penal Code Sections [273.6](#), [626.9](#), and [626.10](#), and ~~12021~~**

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22 **Procedure Last Revised:**

23 **Last Reviewed:**