

General Institution

AP 3510 WORKPLACE VIOLENCE PLAN

Reference(s):

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, 626.10, and 12021

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 and criminal prosecution.

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
- 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 folding 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.

Job Title/Position	WVPP Responsibility(ies)
Chancellor	Overall responsibility for the plan; <i>The Chancellor approves the final plan and any major changes.</i>
Vice Chancellor, Facilities, Operations and Bond Program	Implementation of the Workplace Violence Plan; The Vice Chancellor coordinates the development of the plan and works with College representatives to update and implement the plan.
Emergency Preparedness and Workplace Safety Manager	Responsible for employee involvement and training; The manager <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>
Campus Safety & Security Supervisor – Chabot College	Responsible for emergency response, hazard identification, and coordination with other employers; Supervisor <i>conducts safety inspections, coordinates emergency response procedures, and communicates with local agencies about the plan.</i>
Campus Safety & Security Supervisor – Las Positas College	Responsible for emergency response, hazard identification, and coordination with other employers; Supervisor <i>conducts safety inspections, coordinates emergency response procedures, and communicates with local agencies about the plan.</i>

No one, 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 will be provided both due process and the right of representation 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, appropriate law enforcement personnel will be called.

The district's Workplace Violence Prevention Program (WVPP) is an appendix to the written injury and illness prevention program and includes the required elements as required by Labor Code Section 6401.9 and California Senate Bill 553 (SB553).

File Retention

The district will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

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.

The district will create and maintain records of violent incident logs for a minimum of five years.

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

Approved: August 18, 2015

Board Reviewed: May 20, 2025; April 18, 2023