

**3510**

Administrative Regulation

**WORKPLACE VIOLENCE**

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/or 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, including but not limited to any actual firearm or replica firearm, firearm that is not immediately recognizable as a firearm, knife, dirk or dagger, brass or metal knuckles, throwing stars, nunchaku, baton or sap, practice grenade, any other actual or simulated explosive device or other dangerous 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

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perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

Chief of Police - GCC	818-240-1000, Ext. 5205
Chief of Human Resources	818-240-1000, Ext. 5165
Vice President, Administrative Services	818-240-1000, Ext. 5210
Vice President, Student Services	818-240-1000, Ext. 5128
Vice President, Instructional Services	818-240-1000, Ext. 5104
Glendale Police Department	818-548-4840
Emergency	911

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 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, College Police and/or the Glendale Police Department will be called.

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 16590
- Accreditation Standard III.B.1 (2014)

Renumbered from Administrative Regulation 2720: 10/07/14

See Board Policy 3510

Adopted: 3/23/98

Revised: 1/20/09, 07/12/16