

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3510 Workplace Violence

Reference(s):

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

Rancho Santiago Community College District is committed to providing a safe work and educational environment that is free of violence and the threat of violence.

Responding to Acts or Threats of Violence

The top priority in this process is effectively handling critical workplace incidents involving actual or potential violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Immediate action will be taken to stop any act or threat of violence on district property.

A non-employee on District property, who commits or threatens violent behavior, shall be subject to criminal and civil sanctions, including removal from the property, restraining orders and prosecution.

Any District employee or student who violates this policy shall be subject to appropriate disciplinary action pursuant to the applicable policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

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 and to the District Safety Department. In emergency situations, the employee may also call the local law enforcement agency by calling 9-1-1.

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, the District Safety Department, 3-3-3 and the local police, 9-1-1, will be called.

Definitions of Acts or Threats of Violence:

- 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 fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or 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 or her duties.
- RSCCD's employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building, or dining facility, are further prohibited from carrying, maintaining, or storing a firearm or weapon on any college facility, even if the owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant RSCCD Policies for Student Life. This prohibition applies to all events on campus where people congregate in any public or outdoor areas. Any such individual who is reported or discovered to possess a firearm or weapon on district property will be asked to remove it immediately. Failure to comply may result in a student conduct referral and/or arrest, or an employee disciplinary action and/or arrest.

The following groups are exempted from this regulation: Employees may possess a firearm or weapon only if the employee is:

1. Required to possess the firearm or weapon as a part of the employee's job duties with RSCCD;
2. Using the firearm or weapon in conjunction with training received by the employee in order to perform the responsibilities of his/her job with the district.
3. Exemptions as outlined in California Penal Code 626.9.

Threat Assessment Teams (TAT) and Behavioral Assessment Teams (BAT)

Each college shall establish a committee with responsibility for education, threat assessment and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, safety & security, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community as appropriate; working with enforcement and mental health agencies to expedite assessment and intervention; and

developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the university. The TAT / BAT is empowered to take timely and appropriate action, consistent with the judgment of the team, college policy and applicable law.

Each Threat Assessment Team or Behavior Assessment Team shall publish periodic guidance to faculty, staff and students regarding the following:

- a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
- b. policies and procedures for the assessment of individuals whose behavior may present a threat;
- c. appropriate means of intervention with such individuals;
- d. college/system action to resolve potential threats; and to whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported

Employee and student responsibilities should include:

- a. Administrators, faculty members, staff members, and students should take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.
- b. Department heads, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, overseeing facility safety, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats;
- c. Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus safety & security, Threat Assessment Team members, or other designated individuals or offices stated by board policy or administrative regulation. This can be completed in person, via telephone, or by using the online Maxient reporting tool.
- d. Providing Human Resources and the immediate supervisor, or a college's Safety & Security office, with a copy of any Protective Orders from a court which lists the College Campus / Office as protected areas so that appropriate enforcement activities occur.
- e. No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with RSCCD policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the TAT / BAT and providing case management, providing conflict resolution services, and coordinating with other college and community resources to support victims of violence.

Student Affairs will coordinate student-related preventive measures including training for professionals, student employees, and students through the on-call process and through other education and training methods. The Associate Dean of Student Development is responsible for responding to and adjudicating violations of the College Student Code of Conduct policy. The Associate Dean of Student Development staff will coordinate and convene the Crisis Intervention Team, the goal of which is to coordinate support services and administrative response to crises involving students, make referrals to the Threat Assessment Team, and provide case management.

Procedures for reporting or responding to threats by any person:

Any individual who believes there is an immediate danger to the health or safety of any member of the college community should call the District Safety & Security or local law enforcement (911) immediately.

Individuals should call the District Safety & Security (714-564-6330) to notify the Threat Assessment Team about a concerning behavior or situation observed. Members of staff or faculty can make use of the MAXIENT online reporting tool, which is available on everyone's desk top computer.

EMERGENCIES OR PERSONS OF CONCERN: Students, faculty, staff, and visitors may report emergencies, criminal actions and suspicious behavior to the District Safety & Security (714-564-6330) or by dialing 333 from any campus phone or by activating the blue emergency phones located on campus. If "911" is dialed from a cellular phone or pay phone, the call will be routed to an off-campus police department or dispatch center. If this should occur, the caller should describe the nature of the emergency to the dispatcher. In order to avoid this type of delay, campus patrons may consider programming cellular phones to the District Safety & Security (714-564-6330). All non-emergency calls to the District Safety & Security should also be directed to (714-564-6330).

DISTRESSED EMPLOYEES: Concerns about the behavior of or statements made by RSCCD employees, full or part time, including faculty employees, administrative or confidential employees, classified may be reported to Assistant Vice Chancellor of Human Resources at 714-480-7490. Matters needing immediate attention should be directed to the District Safety & Security at 714-480-7331.

DISTRESSED STUDENTS: The Associate Dean of Student Development Office, or Safety & Security out of normal office hours, takes reports of students who may be in distress. The Associate Dean of Student Development reporting system allows faculty members and critical staff members to submit information about a student whose exhibited behaviors or statements may be of concern (in or outside of the classroom). Contact may be made by phone to the respective campus Associate Dean or the MAXIENT reporting system available on the computer desktop of every network computer. Matters needing immediate attention should be directed to District Safety & Security at 714-480-7331.

Responsible Manager: Chief, District Safety and Security

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