

**AP 3510 ~~WORKPLACE VIOLENCE AND SAFETY AND PREVENTION~~
OF VIOLENCE AND DISRUPTION**

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 12021

I. PURPOSE

The Riverside Community College District is committed to promoting and maintaining a safe workplace and learning environment.

Violence, or the threat of violence, ***including intimidation***, against or by any ***student or*** employee of the District, or any other person, is unacceptable ***and will not be tolerated***.

II. DEFINITIONS

- A. Workplace includes off-campus locations, ***including department/program, college or District social media sites***, as well as District-sponsored activities where faculty, staff, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.
- B. Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of ~~you're an~~ ***individual's work or education***.
- C. Disruptive behavior consists of persistent, intentional behavior or conduct, whether in person, in writing, by telephone or other electronic means (***including social media***) that may seriously interfere with the orderly operation of the District, including, but not limited to, the following:
1. Bullying – offensive or malicious behavior which tends to undermine, intimidate, or demean the recipient.

2. Intimidation – behavior intended to frighten, coerce, or induce *distress*.
 3. Stalking – behavior involving harassing or pestering an individual, including following, spying on, or alarming an individual.
 4. Threat of Violence – includes any expression of intent to cause physical or mental harm to self, another individual or property, which may be direct, indirect, conditional, or contingent, regardless of whether the individual has the present ability to carry out the threat.
- D. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property, including, but not limited to:
1. ***Unwanted Physical Contact - Any unwanted physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property. This includes, but is not limited to:*** 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.
 2. Possession, use, or threat of use, of a firearm, knife with a fixed blade longer than 2.5 inches, explosive, or other dangerous object, including but not limited to any facsimile thereof, 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, is authorized by District Police, or is ***used by*** a duly appointed peace officer who is engaged in the performance of his or her duties.
 3. ***Expression of intent to engage in unwanted physical conduct or property damage including threatening statement or threatening behavior that gives an individual reasonable cause to believe that the individual is at risk of injury.***
 4. ***Behavior that damages an individual's work area or property, or other District or personal property.***

III. PROCEDURES

- A. **Violent, Threatening or Harassing Conduct.** Any **person** 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 **or not** the perpetrator is a District **student** or employee, or a non-**student or non-employee**, ~~should~~ **shall** immediately report the incident to **any one of the following:** his/her supervisor, **the nearest District or College administrator**, College Safety and Police (951-222-8171) or 911.
- B. **Possession of a Restraining Order.** A **student or** employee shall notify, and provide a copy to, local municipal and District Police of any restraining orders/court orders when named as a plaintiff. In the event that the supervisor is informed by an employee of a restraining order, the supervisor will contact District Police to ensure they are aware of it and that they have a copy of the order on file.
- C. **Safety at Work.** Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the **Safety and Emergency Planning Manager at (951) 222-8566** ~~Director, Diversity and Human Resources~~. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

Issues related to health safety, sanitation, and working conditions should be discussed with the immediate supervisor or chain of command. If not resolved, the issue shall be forwarded to the **Safety and Emergency Planning Manager** ~~Director, Diversity and Human Resources~~ for review and recommendation. If the issue is determined to be a threat to the immediate health and safety of an employee of the District, the District Police shall also be notified.

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the **employee's department** ~~District~~ shall furnish such equipment.

IV. CRIMINAL PROSECUTION AND/OR DISCIPLINE

- A. ***Non-students and non-employees demonstrating or threatening violent behavior on District property may be subject to criminal prosecution.***

- B.** Should a **student or** employee ~~during working hours~~ demonstrate or threaten violent behavior he/she may be subject to disciplinary action and/or criminal prosecution. Due process will be provided ~~to employees~~ before any disciplinary action is taken.

V. RETALIATION

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

~~A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.~~

~~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.~~

~~Should a person on District property, demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.~~

~~The College Safety and Police dispatch number is (951) 222-8171.~~

~~Any employee reported to be a perpetrator will be provided both due process and representation before any 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 Police and/or appropriate law enforcement personnel will be called.~~

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce
Development and Planning
Vice Chancellor, Diversity and Human Resources

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