



## Administrative Procedure 3510 Workplace Violence Plan

Reference: *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*

The West Hills Community College District is committed to providing a safe work environment free of violence and the threat 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 are 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
- The possession, use or threats to use 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

Any employee who is the victim of any violent, threatening or harassing conduct, or a 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. Telephones are provided in each classroom and may be used to report incidents.

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Workplace Violence Plan**

West Hills College Coalinga/North District Center, Firebaugh

IN AN EMERGENCY	911
Maintenance & Operations Security	288-8796
Director of Residential Living	288-8786
Dean of Learning Resources	934-2404
Dean of Student Learning	934-2307 or 934-2222
Associate Dean of Student Learning	934-2974
Director, North District Center, Firebaugh	934-2957
President's Office	934-2200

West Hills Community College Lemoore/Naval Air Station Lemoore

IN AN EMERGENCY	911
Maintenance & Operations Security	925-3250
Vice President of Educational Services	925-3221
Dean of Educational Services	925-3213
Dean of Student Services	925-3149
Dean of Learning Resources	925-3404
Associate Dean of Evening College	925-3224
Naval Air Station Lemoore Student Services	925-3216
President's Office	925-3200

West Hills Community College District Office

IN AN EMERGENCY	911
Director of Human Resources	934-2157
Vice Chancellor of Business Services	934-2160
Chancellor	934-2100

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 appropriate law enforcement agency will be contacted.

Board approval date: 11/21/06