



AP 3510 WORKPLACE VIOLENCE

References:

Cal/OSHA; Labor Code Sections 6300 et seq. 6401.7, and 6401.9;
Education Code Section 87014;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, and 626.10

The District is committed to providing a safe work environment that is free of violence and the threat of violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

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 non-employees on District property demonstrate or threaten violent behavior, they may be subject to criminal prosecution.

Should students or employees demonstrate or threaten violent behavior, they may be subject to disciplinary action and criminal prosecution.

Violent acts include but are 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. (Also see AP 3540 Sexual and Other Assaults)
- 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 employment, has been authorized by a District Administrator to have the knife, or is a duly appointed law enforcement officer who is engaged in the performance of duties.

Any employees who are victims 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 their supervisor or other appropriate person including:

- Campus Safety (805) 730-4200
- 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.

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.

Local Law Enforcement will be called if there are concerns for the safety of the perpetrator or the safety of others at the scene of the violent act.

Also see SBCC Workplace Violence Prevention Plan



Date Approved: April 28, 2015

Legal Reference Update #26: April 2015

Legal Reference Update #27: October 2015

Date Approved: April 25, 2018

Legal Update #44: April 2024

Revised/Reapproved: April 22, 2025