



Policy

**3510 Workplace Violence**

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board’s priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that, for those acting in good faith, there will be no retaliation for such reporting.

**References:**

Cal/OSHA: Labor Code Sections [6300 et seq.](#); 8 California Code of Regulations Section [3203](#); “Workplace Violence Safety Act of 1994” (Code of Civil Procedure Section [527.6\(b\)\(3\)](#) and [527.8](#)); “Workplace Violence Safety Act of 1994 (Penal Code Section [273.6](#)); California School Employees Association Chapter 420 Agreement; Leadership Team Handbook; Yosemite Faculty Association Faculty Contract

**Adopted:** July 13, 2016

**Last Reviewed:** July 13, 2016

## Administrative Procedure

### 3510 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.

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, 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, or otherwise permitted by District policy and California law.
- 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 as defined by law, 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 or other appropriate person.

Reports should be made to:

Campus Safety/Security: Modesto Junior College – (209) 575-6351, Columbia College – (209) 588-5167

Human Resources: (209) 575-6900.

Reports can also be made to local law enforcement:

1 Emergency: 911.  
2 Modesto Police Department: (non-emergency) (209) 552-2470.  
3 Tuolumne County Sheriff's Office: (non-emergency) (209) 533-5855.  
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5 No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be  
6 subject to retaliation or harassment.

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8 Any employee reported to be a perpetrator will be provided both due process and representation before  
9 disciplinary action is taken.

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11 In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the  
12 violent act, local law enforcement will be called.

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14 **References:**

15 Cal/OSHA: Labor Code Sections [6300 et seq.](#); Title 8 Section [3203](#); Code of Civil Procedure Section [527.8](#);  
16 Penal Code Sections [273.6](#), [626.9](#), and [626.10](#)

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18 **Procedure Last Revised:** July 13, 2016

19 **Last Reviewed:** July 13, 2016