



# ADMINISTRATIVE PROCEDURES

No. 322.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURES FOR WORKPLACE VIOLENCE PREVENTION AND RESPONSE

Violence or the threat of violence, except when acting in self-defense, against or by any District employee or any other person is unacceptable. The following procedures apply to violent actions or threats of violence on District property, including District parking lots, other exterior premises, District vehicles, or during District activities in other locations.

Should an employee engage in or threaten violent acts, except in self-defense, he/she shall be subject to disciplinary action and may be subject to other legal sanctions.

If a non-employee engages in or threatens violent acts, he/she may be subject to criminal prosecution and other appropriate sanctions.

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.
- 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, unless such use is authorized by law.
- Threatening harm or harming another person.
- Possessing any weapon unless the person is authorized to possess such a weapon pursuant to Board Policy 321, Weapons on Campus.

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. Failure to do so may result in disciplinary action being taken. As appropriate, the following should also be contacted:

Emergency - 911  
Campus Security – 468-3155  
Dean of Students – 468-3048

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 of a violent act will be provided due process and representation as required by law to determine the appropriate disciplinary action to be taken. If the initial indication is that an act of violence occurred, the alleged perpetrator shall be placed on administrative leave pending the results of the investigation. An internal investigation of the purported incident shall be initiated within two working days of the report of the incident.

The victim of any violent, threatening or harassing conduct may be eligible to receive counseling or other support services as provided for in Board policy and applicable law. In the event the District is concerned about the safety of the victim or the safety of others, the appropriate law enforcement agency shall be contacted and appropriate action taken.

Upon initial employment with the District, employees shall be provided a copy of the policy and procedures regarding Workplace Violence Prevention. Training shall be provided periodically to all District employees.

References:

Penal Code Sections 273.6, 626.9 and 626.10

Cal/OSHA: Labor Code Sections 6300 et seq.

Title 8, Section 3203

Code of Civil Procedure Section 527.8