

Chapter 3 - General Institution

AP 3510 Workplace Violence Prevention

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

Mt. San Antonio College 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 College or any other person is unacceptable. Should a non-employee on College property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution or other legal action. Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action, including dismissal.

Reporting Violent Acts and/or Threats of Violence

The top priority in this process is effectively handling critical workplace incidents related to actual or potential violence.

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, explosive, or other dangerous object, including, but not limited to, any facsimile firearm, or explosive, on College property including parking lots, other exterior premises, College vehicles, or while engaged in activities for the College in other locations, unless such possession or use is a requirement of the job or course of instruction;
- threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm, including harm to oneself; and/or
- bringing or possessing any dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds.

Nothing in this section is intended to prevent staff and/or students from bringing kitchen utensils to be utilized in a course of instruction or for food preparation.

Violent acts which are life threatening or emergencies should be reported by calling 911 or the Mt. SAC Public Safety Department.

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 College employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

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

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

In the event the College fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Mt. SAC Public Safety staff members, or local law enforcement personnel will be called.

Restraining Orders

In the event an employee obtains a restraining order against another person, the employee shall report this information to his/her supervisor and to the Mt. SAC Public Safety Department, to assure a safe workplace. Reasonable adjustment will be made to accommodate a restraining order. A description of the individual (photograph, if available) against whom the restraining order is filed should be provided to the Mt. SAC Public Safety Department, if possible. If the restraining order is to be enforced on the College campus, then it must be on file at the Walnut Sheriff's Station.

Investigation

Each known threat or act of violence will be investigated as soon as reasonably possible after the conduct in question has been reported and/or observed. As appropriate, the investigation will be conducted by the Mt. SAC Public Safety Department and, if necessary, the Los Angeles County Sheriff's Office or other College personnel.

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