

WORKPLACE VIOLENCE

It is the policy of the Glendale Community College District to provide a safe educational and work environment free from violence and threats of violence. The District will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed at other employees, by employees against students, or visitors, and by students or visitors directed at or against District employees. Consistent with this policy, acts or threats of physical or psychological violence, including, but not limited to, intimidation, harassment, physical attack or property damage which involve or affect the Glendale Community College District, its students and/or its employees, or which occur on District property will not be tolerated. Any District employee or student who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee or student discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

DEFINITIONS

“Acts or threats of violence” means conduct against person(s) or property that is sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating educational and/or work environment for one or more District employees, students, or any other persons physically present on District property.

“Threat” means the expression of an intent to cause physical or mental harm or property damage which would cause a reasonable person, in the circumstances in which the expression of intent is made, to believe that he or she is under threat of injury to his or her person or property. An expression may constitute a threat without regard to whether the party communicating the threat has the present ability and/or the specific intent to carry it out, and without regard to whether the expression is contingent, conditional or future.

“Physical attack” means unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

“Psychological” means conduct which does not necessarily constitute a threat of physical harm but which has the purpose of causing intimidation.

“Property damage” means intentional damage to property which includes property owned by the District, employees, students, visitors or vendors.

“Intimidation” means engaging in actions intended to frighten, coerce, or induce duress, and includes, but is not limited to, “stalking” as defined in Penal Code section 646.9.

“Harassment” means a knowing and willful course of conduct directed at a specific person or persons which seriously alarms, annoys, or frightens the person, and which serves no legitimate purpose.

This policy shall not be interpreted in a manner which interferes with or prohibits an individual’s free speech or right to self-expression.

EXAMPLES OF WORKPLACE VIOLENCE

General examples of prohibited workplace violence include, but are not limited to the following:

All threats or acts of violence occurring on District property, regardless of the relationship between the District and the parties involved in the incident.

All threats or acts of violence not occurring on District property but involving someone who is acting in the capacity of an employee of the District.

Any threats or acts resulting in the conviction of an employee or agent of the District, or of an individual performing services on the District’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the District.

Specific examples of conduct that may be considered “acts or threats of violence” prohibited under this policy include, but are not limited to, the following:

Hitting or shoving an individual.

Threatening to harm an individual or his/her family, friends, associates, or their property.

The intentional destruction or threat of destruction of property owned, operated, or controlled by the District, or which is physically present on District property.

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.

Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.

Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs.

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on District property.

REPORTING THREATS OF VIOLENT BEHAVIOR

When an employee becomes aware of a threat, or is the victim or a threat or act of violence, he or she shall immediately notify his/her supervisor and the Campus Police. An employee who is a witness to a threat, whether the perpetrator is a District employee or a non-employee, shall immediately notify his/her supervisor and the Campus Police. In the event of a serious threat of immediate harm, employees should contact 911 directly. Even when a threat is told “in confidence” the employee shall report the threatened action as soon as possible to insure safety. If the employee’s immediate supervisor is not available, the next level supervisor or a managerial level employee and Campus Police shall be notified.

If a non-employee or student becomes aware of a threat, or is the victim or a threat or act of violence, he or she shall immediately notify the Campus Police. In the event of a serious threat if immediate harm, non-employees or students should contact 911 directly.

When a supervisor and Campus Police are notified of an employee making a threat or engaging in an act of violence, he or she shall notify the Director, Office of Human Resources of the incident; if a student, notify the Associate Dean of Student Activities.

When the District has knowledge of a threat or potential act of violence which may occur on District property, it will take all steps reasonably necessary to diffuse the situation and prevent a violent incident from occurring.

When reporting threats or acts of violence, the person making the report shall try to include as much of the following information as possible:

1. who made the threat or engaged in the violent act;
2. against whom the threat was made or threat of violence was directed;
3. the specific language of any threat, or a description of the specific conduct which constituted the act of violence;
4. any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
5. the names of any other witnesses to the threat or violent behavior;
6. the time and place where the threat or act of violence occurred;
7. threats of violent conduct by the alleged perpetrator before the current incident; and
8. any other information which will help the District conduct its investigation and help the District ensure that the threat will not be carried out or acts of violence be repeated.

INVESTIGATION

Each threat or act of violence will be investigated immediately by the appropriate administrator. In all cases, the District will take all threats of violence seriously and will not tolerate any behavior implied or actual that poses a threat to employees, students or others on District property. The administrator conducting the investigation may enlist the assistance of others in conducting the investigation.

Upon completion of the investigation, the District shall determine if the charge of workplace violence has merit. If a charge is found to be merit less, the charge will be dismissed. If the charge is found to have merit, appropriate disciplinary action will be taken up to and including dismissal of employees and student expulsion.

NOTIFICATION

The District will inform employees and students with a need to know of alleged threats. The District will take reasonable steps to warn potential victims of the risk so that they can take reasonable precautions. Where the threat is against the workplace or District as a whole, the District will warn all potentially affected individuals.

In the event an employee or student obtains a restraining order against another person, the employee or student shall report this information to his/her supervisor/instructor and/or to the Campus Police, and shall provide the Campus Police with a copy of the Restraining order. A description of the individual (photograph if available) against whom the restraining order is filed should be provided to Campus Police.

DISCIPLINARY ACTION

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with appropriate Board policies, laws and/or collective bargaining agreements.

Students who act in violation of this policy and/or the law will be subject to discipline, up to and including expulsion. Such action shall be in accordance with appropriate Board policies, administrative regulations and laws.