

4.14cP

WORKPLACE VIOLENCE PREVENTION

ADOPT: FEBRUARY 12, 2002

REVIEWED: JANUARY 8, 2008

California Penal Code sections 626.4, 626.6, Notice of Withdrawal of Consent

29 United States Code, Section 654

6400 California Labor Code

California Code of Civil Procedure, section 527.8

Policy 4.16a Employee Conflict and Crisis Intervention

SEIU Labor Agreement Section 21.5.1.12

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## PURPOSE AND SCOPE

This section describes District procedures for preventing and responding to intimidation, disruptions, threats, or acts of violence involving any member of the District community (faculty, staff or students). It also provides information regarding personal safety and response to such conduct that is directed toward a member of the District community by unaffiliated visitors.

An individual may be excluded from District properties or events for certain reasons, including intimidation, disruptions, threats, or acts of violence. Faculty, staff, or students may be suspended or placed on leave under applicable District policies. Members of the District community and individuals not directly connected with the college (e.g., a spouse, former spouse, contractor, visitor) may also be excluded pursuant to a "notice of withdrawal of consent" as set forth in California Penal Code sections 626.4, 626.6, or by a court-issued restraining order. Many forms of intimidation, disruptions, threats, or acts of violence are prohibited under criminal or civil law. When appropriate, the District will refer cases for civil action or criminal prosecution. In the event of a state of emergency declared by the Superintendent/President, individuals may be prohibited from entering District facilities pursuant to the District Emergency Preparedness Plan.

Department chairpersons, managers, and supervisors are responsible for formulating and implementing the District's response to intimidation, disruption, threats, or acts of violence. All employees are responsible for reporting such behavior pursuant to the established procedures, and to a workplace violence response team member (see below). Students are strongly encouraged to report such behavior.

## DEFINITIONS

**DISRUPTIONS:** Behavior that disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes, but is not limited to, yelling, using profanity, waving arms or fists, verbally abusing others, making inappropriate or inordinate demands for time and attention, making unreasonable demands for action, or refusing a reasonable request for identification.

**INTIMIDATION:** An act or statement to another person which is communicated in person, writing, by telephone or electronic correspondence, which could reasonably cause the other person to fear for his or her safety or the safety of others.

**THREAT OF VIOLENCE:** Any statement or action which would cause a reasonable person to believe such statement or action is an intent to inflict physical or other harm on any person or property, which is communicated in person, writing, by telephone or electronic correspondence. Includes, but is not limited to, physical actions short of actual contact/injury (e.g., aggressively moving closer), spoken or written threats to people or property (e.g. "you better watch your back").

ACT OF VIOLENCE: Physical force used against another person or against property. Includes, but is not limited to, any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm (e.g., a threat to shoot a named victim).

The District offers assistance to department chairpersons, managers, supervisors, and other members of the college community through various resources such as the Employee Crisis Assistance Team (ECAT) and The Crisis Intervention Resource Team (CIRT). These teams coordinate investigations of incidents, manage reports of ongoing or reoccurring problems, assist victims, recommend appropriate intervention and/or disciplinary action, and develop strategies for promoting safety and preventing high-risk situations from escalating into emergencies.

### EMERGENCIES

Employees must immediately report any situation that threatens life or property and needs a police, fire, or medical response by first dialing 911 and then dialing the District Police Department at 527-1000 (Extension 1000 from any intra-District phone).

### NON EMERGENCIES

For situations involving staff or faculty, contact members of the EMPLOYEE CRISIS ASSISTANCE TEAM (ECAT);

- Human Resources
- District Compliance
- District Police Department

For situations involving primarily students, contact members of the CRISIS INTERVENTION RESOURCE TEAM (CIRT);

- Student Health Services
- Student Psychological Services
- District Police Department
- Disability Resources

### TRAINING AND PLANNING

For assistance with department training and planning for workplace violence prevention, contact the District Police Department, Crime Prevention Unit, or visit the Police Department website at <http://www.santarosa.edu/police>.

Formerly Proc 4.22P Ref: see Policy 4.14 as approved by the Board 6-10-03