

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.28.2 (AP 3510)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** AP 2.28.2 Workplace Violence

**Revision Date:** 10/12

**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 and 626.10

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1. The District is committed to providing a safe work environment that is free of violence and the threat of violence. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.
  2. Workplace includes off-campus locations as well as District or College-sponsored activities where faculty, staff or student employees are engaged in District or College business or locations where incidents occur as a result of the person's relationship to the District or College community.
  3. If the safety of anyone on District property is threatened, a witness should contact the District Public Safety Department at (650) 574-6415 and/or dial 911 for local police.
  4. An employee shall notify the District Public Safety Department of any restraining order/court orders when named as a plaintiff and provide a copy of the order. If a supervisor is informed of a restraining order, the supervisor will contact the District Public Safety Department and provide a copy of the order.
  5. Violence or the threat of violence on District property or at District sponsored events by an employee, student or any other person is unacceptable. Such behavior may subject the perpetrator to prosecution, and or disciplinary action. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken
  6. Acts of violence and threat of violence include any physical action, whether intentional or reckless, that harms the safety of self, another person or property and any behavior that could be interpreted by a reasonable person as intent to cause physical harm to self, another person, or property. 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.
    - Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

AP 2.28.2 Workplace Violence Plan (continued)

- 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.
7. 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 or other appropriate person.
  8. No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.