
**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3510 WORKPLACE VIOLENCE PLAN

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Reference: Education Code Section 67380;
Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

Adopted: 11/10/20

(This is a new policy)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3510 WORKPLACE VIOLENCE PLAN

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

I. Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, they may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior they may be subject to disciplinary action.

The following actions are considered violent acts:

- A. Striking, punching, slapping, or assaulting another person.
- B. Fighting or challenging another person to fight.
- C. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- D. Engaging in dangerous, threatening, or unwanted horseplay.
- E. 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.
- F. Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- G. 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 their 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 their duties.

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 their supervisor or other appropriate person.

Allan Hancock College Police Department, (805) 922-6966 x3652 (Santa Maria Campus), x5652 (Lompoc Valley Campus)
hancockcollege.edu/police/index.php

Title IX Coordinator, Vice President Student Services, (805) 922-6966 x3659
hancockcollege.edu/titleix/index.php

Student Conduct Coordinator, Vice President Student Services, (805) 922-6966 x3650
hancockcollege.edu/complaints/conduct.php

Director, Human Resources (805) 922-6966 x3969
Hancockcollege.edu/hr/index.php

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 will be provided with both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Allan Hancock College Police Department, dial 911 immediately; from Santa Maria campus phone dial 3-911 or (805) 922-6966 x3652, from Lompoc Valley Campus phone dial 5-911 or x5652 will be called.

II. File Retention

The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

The District will create and maintain records of violent incident logs for a minimum of five years. The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

References: Cal/OSHA; Labor Code Sections 6300 et seq., 6401.7, and 6401.9;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, 626.10, and 12021

Approved: 10/13/20

Revised: 10/15/24

(This is a new procedure)