

**PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTION**

<b>AP No. 3510</b>
------------------------

Board Reviewed: 6/8/16

Page 1 of 5

---

**I. Purpose**

Rio Hondo Community College District ("District") is committed to providing and maintaining a safe work and learning environment.

The purpose of this Administrative Procedure is to provide a means to quickly address behavior that is disruptive of or threatens the safety of the workplace.

**II. Definitions**

Workplace violence includes, but is not limited to: bullying, intimidation, stalking, threats, unwanted physical contact, property damage, physical attack, or violent behavior. This includes acts of violence committed by or against district employees. Such incidents may also involve students, visitors or vendors.

The following definitions are provided to assist individuals in identifying disruptive or violent behavior that should be reported to allow the District to promptly address such behavior.

- A. Disruptive Behavior consists of persistent, intentional behavior or conduct, whether in person, in writing, by telephone, or by other electronic means, that may seriously disturb, interfere with or prevent normal work functions or activities of the workplace, including, but not limited to, the following:
1. Bullying - unwanted offensive or malicious behavior which includes an element of vindictiveness, and is intended to undermine, patronize, humiliate, intimidate or demean the recipient through persistently negative attacks. Examples include but not limited to: yelling, using profanity, waving arms or fists, verbally abusing others, derogatory remarks, insults, and epithets.
    - a. In cases of reported bullying, a subcommittee will be formed composed of the District's Title IX officer, and a CSEA designee, RHCFA designee, and administrative designee, all of whom must be trained in Title IX requirements, to determine whether the action meets the definition of bullying. The Title IX Officer serves as a resource (non-voting member.)
  2. Intimidation - unwarranted behavior intended to frighten, coerce, or induce duress. Examples include but not limited to: making statements which are false, malicious, disparaging, derogatory, rude, disrespectful, abusive, or which have the intent to hurt others' reputations.
    - a. In cases of alleged intimidation, a subcommittee will be formed composed of the District's Title IX officer, and a CSEA designee, RHCFA designee, and administrative designee, all of whom must be trained in Title IX requirements to determine whether the action meets the definition of intimidation.
  3. Stalking - behavior involving harassing or pestering an individual, in person, in writing, by telephone or by electronic format, including following, spying on,

**PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTION**

<b>AP No. 3510</b>
------------------------

Board Reviewed: 6/8/16

Page 2 of 5

---

alarming the individual, or causing them distress, which may involve physical violence or the fear of physical violence.

4. Threat - expression of intent to cause physical or mental harm, which may be direct, indirect, conditional, or contingent, regardless of whether the individual has the present ability to carry out the threat.
- B. Violent Behavior consists of behavior or attempted behavior of a violent nature in the workplace including, but not limited to, the following:
1. Unwanted Physical Contact - behavior such as grabbing, hitting, kicking, pushing, tripping, shoving, throwing objects, or the use of a weapon against an individual, or any other conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.
  2. Property Damage - behavior that intentionally damages an individual's work area, an individual's property, or other District property.
  3. Threat of Violent Behavior - expression of intent to engage in unwanted physical contact (e.g., moving closer aggressively), or property damage including a threatening statement or threatening behavior that gives an individual reasonable cause to believe that the individual is at risk of injury. Examples include, but not limited to: "You better watch your back" or "I'll get you" as well as implicit threats "you'll be sorry" or "this isn't over". A threat of violent behavior also includes bringing a firearm, knife or other weapon of any kind onto campus property, unless such possession or use is a job requirement.
  4. Physical attack - unwanted or hostile physical contact including but not limited to hitting, fighting, shoving, restraining, or throwing objects.
  5. Violent behavior - any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent [e.g., throwing things, pounding on a desk or door, or destroying property].
- IV. Procedure.
- A. Roles.
1. All persons on campus are expected to respect the rights and welfare of others in the workplace and on District property. Individuals who experience or witness Disruptive Behavior or Violent Behavior are encouraged to report such behavior pursuant to this Administrative Procedure.
  2. Supervisors are responsible for training and implementing sound practices to ensure a safe and secure workplace, and shall implement appropriate corrective action in accordance with applicable District policies and procedures.

**PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTION**

<b>AP No. 3510</b>
------------------------

Board Reviewed: 6/8/16

Page 3 of 5

---

3. All supervisors and managers have a mandatory duty to report violent and disruptive behavior.

**B. Reporting**

1. Emergency - Violent or Disruptive behavior that is of a criminal nature that requires immediate intervention and/or assistance from police, fire or medical personnel shall be reported by calling 911.
2. Non-Emergency - Violent or Disruptive behavior that is not an emergency shall be reported to any of the following:
  - The supervisor or appropriate department head
  - Human Resources Department
  - Dean of Student Affairs/Compliance Officer
  - Campus Security

An employee should normally report violent or disruptive behavior to the employee's supervisor or appropriate department head. If the employee (complainant) is uncomfortable doing so, due to extenuating circumstances or a conflict of interest, the employee may report the violent or disruptive behavior to any of the above. A conflict of interest may exist when the accused is the complainant's supervisor/department head, which may directly influence the accused's own interests or interests treated as the accused's own (perceived or actual), such as interests relating to the accused's spouse or friend, or personal gain

- C. No person who in good faith initiates a complaint or reports an incident under this policy shall be subject to retaliation or harassment.
- D. Restraining Orders/Court Orders: An employee shall notify the District of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the Compliance Officer, Room SS-204. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Compliance Officer, ensure he/she is aware of it, and that he/she has a copy of the restraining order on file.
- E. Prohibition On Retaliation
  1. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, visitors or vendors and shall report all acts of violence and threats of violence to the employee's supervisor or appropriate department head as provided in this procedure.

**PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTION**

<b>AP No. 3510</b>
------------------------

Board Reviewed: 6/8/16

Page 4 of 5

---

2. This procedure prohibits retaliation against any employee who, in good faith, reports a violation of this policy. All reports of violence will be handled in a confidential manner, with information released on a need-to-know basis. District supervisors and administrators shall be sensitive and responsive to fears from the reporting employee of reprisal.

F. District's Response

1. Disruptive Behavior: The District supervisor, appropriate department head or Compliance Officer shall take appropriate action to promptly investigate and review the factual information gathered to determine the validity of the complaint and/or the extent and nature of the problem, and, if the report is substantiated after investigation, the District supervisor, appropriate department head, or Compliance Officer shall take reasonable steps to ensure that the disruptive behavior in the workplace stops by undertaking efforts to address the behavior by, including but not limited to: mediation, rearrangement of work/academic schedules; reassignment; obtaining apologies; providing informal counseling and/or training, etc. and shall report the behavior to the Director of Human Resources or appropriate official.
2. Violent Behavior: Any supervisor, department head or other District official who receives a report of alleged Violent Behavior shall call Campus Security or 911 immediately.
3. If Violent or Disruptive Behavior occurred in violation of BP 3510 or this procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. Disciplinary actions against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.
4. The District shall also take reasonable steps to protect the complainant from further Violent or Disruptive Behavior, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation.
5. The District will make efforts to protect victims of workplace violence by offering all feasible security measures. Victims may also need support, special accommodations or adjustments to their work schedule, work location or working conditions in order to enhance their safety. The District will accommodate these requests and needs whenever possible and appropriate.

G. Education and Prevention

The District shall provide education and prevention information about workplace violence and disruption to all of its employees, which shall include: diversity and cultural awareness in the workplace, conflict resolution,

**PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTION**

<b>AP No. 3510</b>
------------------------

Board Reviewed: 6/8/16

Page 5 of 5

---

definitions of violent and disruptive behaviors, preventative steps to maintain a safe workplace, identifying problem behavior, how to respond to violent or disruptive behavior, reporting protocol, and record keeping. This information shall be disseminated to all employees and posted on the college website. Targeted on-going training will be provided to those employees responsible for responding to workplace violence incidents.

## V. Reference and Related Policies:

## A. Board Policies and Procedures

1. BP & AP 3410, BP & AP 3430, BP & AP 3500, BP & AP 3505, 3515, BP & AP 3530, BP & AP 3540, BP & AP 5500, and AP 7365
2. District Collective Bargaining Agreements
3. District Code of Ethics Statement
4. District Mission and Values Statement

## B. Legal 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; 26.10; and 12021.