

GENERAL INSTITUTION

**AP 3510 WORKPLACE VIOLENCE**

**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

**Responding to Threats of Violence**

The top priority in this process is effectively handling critical workplace (actual or virtual) incidents, especially those dealing with real 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 demonstrate or threaten violent behavior which is disruptive to the workplace or District operations or services, they may be subject to disciplinary action and/or criminal prosecution.

Violent acts or behaviors include, but are not limited to:

- 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

- 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 or threatening 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 administrative personnel. Immediate notification shall also be made to the Palomar College Police Department.

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 both due process and union representation, if appropriate, 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, the District Police and/or appropriate law enforcement personnel shall be called.

Office of Primary Responsibility: Palomar College Police Department