Butte-Glenn Community College District
ADMINISTRATIVE PROCEDURE

AP 3510 – Workplace Violence Plan

Approved by Leadership: July 2013

References: Penal Code Sections 290, 290.01, and 290.95; 34 Code of Federal Regulations Part 668; 42 U.S. Code Section 14071j; 20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act)

Butte-Glenn Community College District is committed to providing a safe work environment that is free of violence and the threat 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, student or visitor of the District or any other person is unacceptable.

Should a non-employee, including students, demonstrate or threaten violent behavior towards District staff, students or property, he/she may be subject to criminal prosecution, and/or, if a student, administrative discipline up to or including suspension or expulsion from the District.

Should an employee, during working hours, demonstrate or threaten violent behavior towards district staff, students or property he/she may be subject to criminal prosecution and/or disciplinary action, up to and including termination of employment.

The following actions are considered violent acts:

CALL THE BUTTE COLLEGE POLICE IMMEDIATELY AT 530-895-2351, 911, or “COPS” from a campus phone.

- 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 behavior
- 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 firearm, ammunition, stun gun, Taser, dirk, dagger, ice pick, or knife having a blade longer than 2 ½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or 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 or her duties.

Any employee or student 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 and the Butte 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 representation before disciplinary action is taken.