The purpose of these procedures is to implement the provision of Board Policy 4000.3, Workplace Violence, by defining its components and assigning responsibilities for carrying out the policy. These procedures are designed methods of operations and processes reasonably adequate to create a safe workplace.

1. **Definition of Workplace Violence**
   a. Workplace violence is defined as verbal or electronic threats, violent behavior or physical conduct, which interferes with employee’s safety in the workplace.
   b. Workplace violence includes, but is not limited to, making written, physical, or visual contact with verbal threats or violent behavior overtones.

2. **Designation of Responsible Officer**
   The Vice Chancellor of Human Resources is hereby designated as the district officer responsible for implementing the requirements as set forth in this procedure for the administrative investigation and corrective action to remedy any incidents or alleged incidents of workplace violence.

3. **Reporting and Investigating Threats or Violent Behavior**
   a. The supervisor* should assure the employee (alleged victim) that a thorough and prompt administrative and/or criminal investigation will occur, and should ask whether he/she has any suggestions for minimizing the risk of a violent act.
   b. The supervisor will immediately notify the Office of the Vice Chancellor of Human Resources and, if appropriate, initiate an investigation in consultation with the college police any reported threat of violence to their employees.
   c. The Vice Chancellor of Human Resources shall advise the supervisor on any special circumstances required to conduct an administrative investigation and report the alleged violent behavior. Such circumstances may include directing the accused employee to remain away from the workplace while the administrative investigation proceeds.

*The term “supervisor” shall mean the individual supervisor/administrator/manager to whom the employee (alleged victim) customarily reports.
d. The supervisor or designee conducting the administrative investigation should interview the reporting party and obtain information regarding the threat which would include:

1) Who made the threat;
2) Against whom the threat was made;
3) The specific language of the threat;
4) Any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
5) The names of any other witnesses to the threat or violent conduct;
6) The time and place where the threat or violent conduct occurred;
7) Threats or violent conduct by the alleged perpetrator before this incident; and
8) Any other pertinent information.

e. The supervisor or designee in consultation with the Vice Chancellor of Human Resources or designee and the college police should decide how to approach the accused employee. Fairness and due process require that the perpetrator’s side of the story be told.

f. Upon completion of the administrative investigation, the supervisor will confer with the Vice Chancellor of Human Resources or designee and, if appropriate, college police, and an appropriate course of action will be determined. This may include disciplinary action, and/or confirmation that the accused employee does not pose a direct threat, and/or the initiation of a criminal investigation. This may also include the provision of employee assistance counselors to those employees who have been threatened.

g. The supervisor will report back to the employee (alleged victim) on the action taken concerning the incident to the extent permitted by law.

h. No one, acting in good faith, who initiates a complaint or reports an incident under this policy, will be subject to retaliation or harassment.

i. Any employee, reported to be a perpetrator, will be provided with due process and permitted to request representation before disciplinary action is taken.
j. In the event the district fears for the safety of the victim or alleged perpetrator, or others, at the scene of a violent act, law enforcement will be called.

4. Defamation Claims

Supervisors and their designees are asked to proceed with the administrative investigation in a cautious manner, working closely with the Vice Chancellor of Human Resources for legal assistance due to possible claims of defamation by the accused employee. Defamation occurs when a statement which is communicated to another individual is false, unprivileged, and the cause of injury.

5. Training

The Vice Chancellor of Human Resources shall be responsible for scheduling workshops on workplace violence, conflict resolution, and related topics.

6. District Emergency Response Procedures to Workplace Violence

The following are steps that the supervisor/administrator/manager should take when dealing with a violent situation:

a. Call College Police (Irvine Valley College, ext. 5234; Saddleback College, ext. 4444) and local police (911).

b. Provide first aid, if necessary (and if qualified).

c. Observe and keep notes as to the identity of participants and witnesses.

d. Direct participants and witnesses to administrative offices.

e. Work with the College Police and the Office of Human Resources to secure written statements that are signed and dated from participants and witnesses if practicable.

f. Advise victims of their right to file a police report which could result in a criminal complaint.

g. If there are injuries the college police will contact families of victim(s), participants and others with a need to know (Chancellor, College President, Provost, Human Resources, College Nurse and Risk Manager).
h. As appropriate, provide for mental health counseling referral to the Employee Assistance Program.

i. Initiate appropriate disciplinary action, which may include suspension, and appropriate legal action.

j. Prepare an Incident Report.