



Reference: *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, and 626.10*

The West Hills Community College District is committed to providing a safe work environment free of violence and the threat of violence.

### Responding to Verbal and/or Written 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, he/she/they may be subject to criminal prosecution.

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

The following are violent acts:

- 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
- The possession, use, or threats 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 his/her/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 his/her/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 his/her/their supervisor or other appropriate person.

Coalinga College/Firebaugh Center

IN AN EMERGENCY	911
Campus Police/Security	559-934-2202
Administration (Coalinga)	559-934-2000
Administration (Firebaugh)	559-934-2980
Maintenance & Operations	559-934-2254
Director of Residential Living	559-934-2373
Dean of Student Services	559-934-2176
Dean of Educational Services	559-934-2172
Dean of Firebaugh Center	559-934-2217
Vice President of Student Services	559-934-2334
Vice President of Educational Services	559-934-2222
President's Office	559-934-2200

Lemoore College

IN AN EMERGENCY	911
Campus Police/Security	559-925-3202
Administration	559-925-3000
Maintenance & Operations	559-925-3253
Dean of Student Services	559-925-3135
Dean of Educational Services	559-925-3738
Vice President of Student Services	559-925-3127
Vice President of Educational Services	559-925-3218
President's Office	559-925-3200

West Hills Community College District Office

IN AN EMERGENCY	911
Associate Vice Chancellor of Human Resources	559-934-2159
Vice Chancellor of Business and Fiscal Services	559-934-2160
Chancellor's Office	559-934-2180

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.

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 appropriate law enforcement agency will be contacted.

Workplace Violence Prevention Plan

The District shall create and maintain a Workplace Violence Prevention Plan as per the requirements of Labor Code Section 6401.9. The plan will be posted on the District Website to allow for public viewing.

#### 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 the 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.

See Administrative Procedure 6800, Occupational Safety

Board approval date: 11/21/06

Reviewed/Revised: 6/25/19; 11/17/2020; 3/08/2022; 4/18/23; 12/17/24