



Reference: *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

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

Responding to 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 may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she 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 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 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 supervisor or other appropriate person.

West Hills College Coalinga/North District Center, Firebaugh

IN AN EMERGENCY	911
Campus Police/Security	559-934-2202
Administration (Coalinga)	559-934-2500
Administration (Firebaugh)	559-934-2980
Maintenance & Operations	559-934-2254
Director of Residential Living	559-934-2373
Dean of Student Services	559-934-2176
Associate Dean of North District Center, Firebaugh	559-934-2957
Vice President of Student Services	559-934-2334
Vice President of Educational Services	559-934-2222
President's Office	559-934-2200

West Hills Community College Lemoore/Naval Air Station Lemoore

IN AN EMERGENCY	911
Campus Police/Security	559-925-3250
Administration	559-925-3499
Maintenance & Operations	559-925-3253
Dean of Student Services	559-925-3127
Dean of Educational Services	559-925-3213
Naval Air Station Lemoore Student Services	559-925-3216
Vice President of Student Services	559-925-3331
Vice President of Educational Services	559-925-3221
President's Office	559-925-3200

West Hills Community College District Office

IN AN EMERGENCY	911
Director of Human Resources	559-934-2157
Deputy Chancellor	559-934-2160
Chancellor	559-934-2100

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.

See Administrative Procedure 6800, Occupational Safety

Board approval date: 11/21/06
Reviewed/Revised: 6/25/19