

**CHAPTER 3: GENERAL INSTITUTION  
ADMINISTRATIVE PROCEDURE NO.: 3510**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Workplace Violence

**Adoption Date:** October 7, 2008

**Revision Date:** January 29, 2013; October 13, 2015;  
October 11, 2016

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** Board Policy 3510; 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

Siskiyou Joint Community College District is committed to providing a safe work environment that is 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 actions are considered 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.
- 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 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 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:

- Associate Vice President, Human Resources  
(530) 938-5317
- Vice President, Administrative Services  
(530) 938-5220
- Vice President, Instruction  
(530) 938-5201
- Vice President, Student Services  
(530) 938-5374
- Director, Student Life  
(530) 938-5374
- Local Police Department  
(Weed PD – 938-5000)  
(Yreka PD – 841-2300)

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 victim, perpetrator, or the safety of others at the scene of the violent act, the *Weed Police Department* (if in Weed) or *Yreka Police Department* (if in Yreka), will be called.