

MiraCosta 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 nonemployee 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 and criminal prosecution.

The following actions are considered violent acts:

- A. Striking, punching, slapping, pushing, or assaulting another person.
- B. Fighting or challenging another person to fight.
- C. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- D. Engaging in dangerous, threatening, or unwanted horseplay.
- E. 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.
- F. Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

- G. Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2.5 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 nonemployee, shall immediately report the incident to his/her supervisor or other appropriate person:

- A. Vice President of Human Resources: (760) 795-6830
- B. Vice President, Student Services (760) 795-6895
- C. Vice President of Administrative Services (760) 795-6653
- D. Campus Police (760) 795-6640
- E. District Risk Management Officer (760) 795-6866

No one acting in good faith that initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment. (See Board Policy/Administrative Procedure 7700, Whistleblower Protection.)

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, Campus Police will be called.