

# WORKPLACE VIOLENCE PREVENTION PROGRAM

for

## Los Angeles Community College District

Date of Last Review: July 12, 2024

Date of Last Revision(s): July 3, 2024

### INTRODUCTION

In accordance with Board Policy 3510, the Board of Trustees is committed to providing a District work and learning environment free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence. The Los Angeles Community College District (LACCD or District) Workplace Violence Prevention Plan (WVPP) is supported by Board Policy and Administrative Procedure 3510, *Workplace Violence*, Board Policy and Administrative Procedure 3515, *Reporting of Crimes*, Board Policy 3520, *Local Law Enforcement*, and Board Policy and Administrative Procedure 3530, *Weapons on Campus* (Attachment 1).

Board Policy 2430 delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

California Labor Code Section 6401.9 requires LACCD to maintain a Workplace Violence Prevention Plan (WVPP) that includes the following elements:

- Prohibiting employee retaliation
- Accepting and responding to reports of workplace violence
- Employee workplace violence training and communication
- Emergency response
- Workplace violence hazard assessments
- Other requirements, such as maintaining a Violent Incident Log

The District's WVPP addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#):

(I) "Type 1 violence," which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

(II) "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

(III) "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.

(IV) "Type 4 violence," which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The four workplace violence types as outlined in Labor Code Section 6401.9.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP Lead Administrator, the Los Angeles Community College District (LACCD) Deputy Chancellor, has the authority and responsibility for implementing the provisions of this plan for LACCD.

Campus Presidents and their designees are responsible for implementing and maintaining the WVPP, and for answering employee questions about the WVPP on the campuses and satellite offices that they lead.

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Francisco C. Rodriguez, PhD	Chancellor	<b>Overall responsibility for the plan</b>	(213) 891-2201	rodrigfc@laccd.edu
Kathleen Burke, PhD	Deputy Chancellor (Interim)	<b>Lead Administrator for the program</b>	(213) 891-2081	burkekf@laccd.edu
Teyanna Williams, JD	Vice Chancellor, Human Resources	<b>Responsible for employee involvement and training, including:</b> <ul style="list-style-type: none"> <li>• <i>Developing training materials</i></li> <li>• <i>overseeing districtwide health services or employee discipline</i></li> <li>• <i>Collaboration with the LACCD Director of Communications regarding communications about the plan</i></li> </ul>	(213) 891-2173	williatl2@laccd.edu
Leonard McCray	Director of Safety and Security Services	<b>Responsible for emergency response, coordinating hazard identification, and any coordination with other employers, including:</b> <ul style="list-style-type: none"> <li>• <i>Organizing any districtwide safety meetings or safety inspections</i></li> <li>• <i>coordinating emergency response procedures with campus security and local law enforcement</i></li> </ul>	(323) 265-8640	mcrayl@laccd.edu

## **EMPLOYEE ACTIVE INVOLVEMENT**

The Los Angeles Community College District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- LACCD will work with and allow employees and the District's labor partners to participate in identifying, evaluating, and determining corrective measures to prevent workplace violence, which includes:
  1. Campus Management teams will have regular safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. In addition, the District participates in regularly scheduled meetings with the campus-based and districtwide work environment committees as required in the various employee collective bargaining agreements.
  2. Employees are encouraged to submit recommendations for designing and implementing training programs, and their suggestions are reviewed for consideration into the District's training materials. For example, an employee might suggest a new training scenario based on a recent incident.
  3. Reporting and investigating workplace violence incidents as outlined in district administrative procedures.
- LACCD will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect in all work areas and specific to the hazards and corrective measures for each work area and operation.

## **EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, managers, vendors, and union leaders in the provisions of the WVPP;
- Implementation of effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP;
- Providing retraining to employees whose safety performance is deficient with the WVPP;
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace through communications including, but not limited to, the Chancellor's Monthly Report;
- Recommending discipline for employees who fail to comply with the WVPP in accordance with the California Education Code, LACCD Personnel Commission rules, or applicable collective bargaining provisions.

## **COMMUNICATION WITH EMPLOYEES**

LACCD recognizes that open, two-way communication between our management teams, employees, students, vendors, and other stakeholders about workplace violence is essential to safe and productive campus and workplace environments. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between all stakeholders in a form that is readily understandable, and consists of one or more of the following:

- New employee orientation will include workplace violence prevention policies and procedures.
- Workplace violence prevention training programs both at the campuses and the ESC;
- Regularly scheduled meetings that address security issues and potential workplace violence hazards;
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns;
- Posted or distributed workplace violence prevention information that includes how employees can report a violent incident, threat, or any other workplace violence concerns to the District or law enforcement without fear of reprisal or adverse action;
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken; and

- Updates on the status of investigations and corrective actions are provided to employees through email and or at safety meetings whenever possible. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

## WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

LACCD will implement the following procedures:

- All threats or acts of workplace violence are reported to the Campus Safety Officer or Sheriff's Department, an employee's supervisor or manager, or the Office of Employee and Labor Relations, who will inform the Director of Safety and Security. Employees may also report incidents directly to the Director of Safety and Security, or through an anonymous hotline.

A strict non-retaliation policy is in place, and any instances of retaliation will be addressed with corrective action, up to and including termination.

## EMERGENCY RESPONSE PROCEDURES

LACCD has implemented, or will implement, the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through the Everbridge system.
- LACCD will have evacuation or sheltering plans, including maps of evacuation routes, locations of emergency exits, and instructions for sheltering in place.
- Information on how to obtain help from staff, security personnel, or law enforcement will be posted in visible locations throughout the campuses and the ESC (Educational Service Center), including contact information for response staff and local law enforcement as listed in Administrative Procedure 3510.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notifying the Director of Safety and Security Services as soon as possible.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Leonard McCray	Director of Safety and Security Services	Responsible for coordinating emergency response and hazard identification.	(323) 265-8640	mccray@laccd.edu

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Director of Safety and Security Services or designee, and the Campus Level and ESC Safety teams, to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted and reported concerns of potential hazards.

### Periodic Inspections

Periodic inspections of workplace violence hazards will help identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be coordinated by the following designated personnel in the following locations of the District:

Specific Person Name/Job Title	College or Location
Dave Martin Environmental Health & Safety Specialist	ESC, including Van de Kamp and Corporate Center
Nghi Nghiem Associate Vice President of Administrative Services	East, including Southeast Campus
Kahlil Harrington Director of College Facilities	City
Dr. Regan Romali Vice President, Administrative Services	Harbor
Andy Good Director of College Facilities	Mission, including Pacoima Center
Rolf Schleicher Vice President, Administrative Services	Pierce
Aminika Lott Campus HR (Human Resources) Officer	Southwest
Eric Clark Environmental Health & Safety Specialist	Trade
Sarah Song Vice President of Administrative Services	Valley
Dr. Brian Stokes Vice President for Administration and Innovation	West

Inspections for workplace violence hazards include, but are not limited to, assessing the following:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. LACCD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees assigned to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Recommendations for corrective measures for workplace violence hazards will be specific to a given work area.



### Examples of Corrective Action:

- Improved lighting.
- Additional posting of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Providing workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems whenever possible
- Including tips for recognizing and handling threatening or hostile situations that may lead to violent acts by our employees, students, and members of the public, and improving how well our establishment's management and employees communicate with each other, in our training materials, and
- Additional procedures for reporting suspicious persons, activities, and packages.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident if possible.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring recommendations for corrective actions are reviewed.
- Obtain any reports completed by law enforcement.
- Offering Support and resources, such as counseling services to affected employees through the District's employee assistance programs, and approving requests for time off work as needed.
- The violent incident log will be completed for every workplace violence incident, and will include the following information:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.

- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified by the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.

LACCD will ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **TRAINING AND INSTRUCTION**

All employees, students, and vendors, will have training and instruction on general and duty or responsibility-specific workplace violence practices. Training may involve live or recorded presentations, discussions, practical exercises, and or written materials. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

LACCD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

## EMPLOYEE ACCESS TO THE WRITTEN WVPP

LACCD's WVPP shall be in writing, available and accessible to employees, authorized employee representatives, and representatives of Cal/OSHA. This will be accomplished by placing the WVPP on the District's public website, which allows employees and the public to review, print, and email the current version of the plan. Interested parties may also request a copy of the plan from the Deputy Chancellor's office.

## RECORD KEEPING

LACCD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for at least five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for at least five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

## EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), LACCD will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

## REVIEW AND REVISION OF THE WVPP

The LACCD WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the Employee Active Involvement section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan’s effectiveness:

- Review of the District’s WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

## SIGNATURE AND APPROVAL

I hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents and sample forms within this written plan. I am committed to ensuring the safety and well-being of our employees and students and believe that these policies and procedures will help us achieve that goal.

**CHANCELLOR FRANCISCO C. RODRIGUEZ, PhD**

DocuSigned by:  
 Signature Francisco C. Rodriguez, Ph.D.  
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Date of Signature 7/3/2024 | 2:08:55 PM PDT

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It is important to understand that “Workplace Violence Type” and “Type of Incident” have separate requirements. **For this part of the log, “Type of Incident” specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue separate sheet of paper if necessary.]

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Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified by the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department,

Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[ \_\_\_\_\_ ]  
\_\_\_\_\_  
\_\_\_\_\_ ]

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

\_\_\_\_\_  
\_\_\_\_\_

A copy of this violent incident log needs to be provided to the Deputy Chancellor. Indicate when it was provided and to whom.

\_\_\_\_\_  
\_\_\_\_\_

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

