

1.0 Administration of Administrative Regulations

- 1.1 The Associate Vice Chancellor, Human Resources of the Los Rios Community College District and/or designees shall administer this Administrative Regulation.

2.0 Definition of Workplace Violence

- 2.1 Workplace violence includes threatening, intimidating, physically abusive, physically aggressive, or otherwise violent actions that would cause a reasonable person to believe that he or she is in danger of physical harm and which compromises the person's safety. Workplace violence includes the threat of violence.

3.0 Procedure for Reporting Incidents

- 3.1 In the case of emergency situations, employees should contact the College Police Department or, if appropriate, dial 911 for emergency assistance. After contacting appropriate security and/or emergency personnel, the employee must report the incident to his or her supervisor if the supervisor is available. The supervisor must then notify the Vice President of Administration. If the supervisor is not available, the employee should contact the Associate Vice Chancellor, Human Resources or the College President directly.

4.0 Preliminary Investigation

- 4.1 Upon receiving a report, the supervisor or Vice President of Administration or designee may conduct a preliminary investigation of the reported incident. If a preliminary investigation is conducted, such findings shall be reported to the College President or designee. If the alleged perpetrator is a student, the Vice President of Student Services must be notified as well.

5.0 Formal Investigation

- 5.1 Upon receiving the preliminary investigation report, the College President or designee may conduct a formal investigation of the reported incident, including interviews with the alleged victim(s), alleged perpetrator, and any identified witnesses, to obtain specific information regarding the incident. Following the formal investigation, the College President or designee shall prepare a formal written report.
- 5.2 The College Police Department shall investigate and prepare any required criminal reports and shall advise any affected employee of his or her options regarding restraining orders and/or criminal reports.

6.0 District Policy Violations

- 6.1 If it is determined that an employee has violated District Policy [P-5175](#) by engaging in workplace violence, appropriate corrective action and/or disciplinary action, up to and including termination, may be taken according to applicable procedures and collective bargaining agreements.

7.0 Reporting

- 7.1 No one who—acting in good faith—initiates a complaint, reports an incident under this Administrative Regulation, or participates in an investigation will be subject to discipline, nor will such activities affect the concerned individual's future dealings with the District, the individual's employment, or the individual's compensation or work assignments.
- 7.2 If it is determined that a complaint or report has been made under this Administrative Regulation in bad faith or solely for the purpose of harassment or vexation, appropriate disciplinary action, up to and including termination, may be taken according to applicable procedures and applicable collective bargaining agreements.

LRCCD

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