

GUIDELINES FOLLOWING A VIOLENT OR THREATENING SITUATION

If a violent incident occurs on campus, certain reporting, investigating and documenting procedures must be followed. In addition, faculty, staff and students should be aware of possible disciplinary processes that may be involved.

REPORTING AND INVESTIGATING

After any threat of immediate danger has passed, an employee who has become aware of a violent incident or threat has a duty to report the incident to his or her supervisor. The administrator responsible for the area in which the incident occurred will determine the person to investigate. In many instances this will be the supervisor of the person reporting the incident. The administrator may ask for assistance from the security director or other administrators.

DUTY TO DOCUMENT

It is very important that the incident be documented in detail, as there could be administrative, civil or criminal proceedings that follow. Documentation should include names, addresses, telephone numbers, places of employment, etc., for everyone involved. Days, weeks or months later, the police, an insurance carrier or a college representative may need to contact these people.

The report should contain facts only. It should not include conclusions, opinions or speculation. At some later date the writer could be examined in court as to why he or she included the conclusion, opinion or speculation.

ADMINISTRATIVE REVIEW PROCESS

Authorized staff may suspend a student or any other person who interferes with college activities. However, before utilizing any legal remedies available, consultation must occur among appropriate administrators. Except for instances in which police presence is essential, the responsible administrator will be consulted prior to calling the police. If ever in doubt, call the following:

Student & Non-employee problems:

Dean, Educational Programs Ext. 2278
Director of Security Ext. 2464

College employee problems:

Vice President of Human Resources & Legal Affairs Ext. 2261
Director of Security Ext. 2464

STUDENT DISCIPLINE PROCEDURES

Independent of any charges filed through civil or criminal authorities, the District may take disciplinary measures against a student. Disciplinary procedures will be followed as referenced by College Policy 3231.3 (Student Discipline Procedures). The Dean of Educational Programs, Student Services Division, is responsible for such proceedings.

The Dean will require a copy of all reports on the incident. Reports should include the names, addresses and telephone numbers of witnesses or others who may have information about the incident.

EMPLOYEE-INVOLVED INCIDENT

Any incident in which a college employee is accused of threatening or violent behavior is to be reported to one's supervisor. The supervisor is to ensure that the information is passed on to the Vice President of Human Resources & Legal Affairs. The Vice President of Human Resources & Legal Affairs will determine who will conduct the investigation.

ACCESS TO CAMPUS

A student who is suspended or dismissed from the college for disciplinary reasons is in violation of California Penal Code section 626.2 if he or she comes on campus during the time of the suspension or dismissal.

The law further provides that District representatives may invoke California Penal Code section 626.4 to direct any person off campus, for no longer than 14 days, if there is reasonable cause to believe that such person is willfully disrupting the orderly operation of the campus.

A person who violates either of these sections is subject to arrest and could be fined up to \$500 and/or receive six months in jail.

RESTRAINING ORDERS

Students, college employees and others who come onto campus may have obtained a restraining order as the result of an off-campus occurrence. All legal restraining orders do apply on campus.

Whenever a violation of a restraining order is reported on campus, the Security Unit will document the incident and recommend that the person reporting the incident notify the police. The Security Unit does not have the authority to enforce restraining orders, but will remain with the person reporting the restraining order violation until the police have arrived.

When the violation of any restraining order is committed by a student, a copy of the report will be provided to the Dean of Educational Programs, Student Services Division.

When the violation of any restraining order is committed by an employee, a copy of the report will provided to the Vice President of Human Resources & Legal Affairs