

CLASSIFICATION: All Personnel

ADOPTED: 5/10/95

REVISED: 12/10/97

SUBJECT: Violence and Threats in the Workplace

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It is the intent of the County Board of Education and the County Superintendent of Schools to provide a safe working environment for all employees. To this end, a zero-tolerance standard is hereby established regarding any threats and violent behavior, implied or actual, from any person directed toward other employees or the public at any workplace or facility of the County Superintendent of Schools.

The following statements constitute an integral part of this policy:

1. No person shall engage in violent conduct or make threats of violence, implied or direct, at a workplace or facility of the County Superintendent of Schools.
2. All threats shall be taken seriously, not dismissed as harmless, joking, or "blowing off steam."
3. No employee or former employee shall bring to the worksite, on their person, or in their belongings or vehicle, any nonjob related weapons of any type (e.g., firearms or knives).
4. When employees of the County Superintendent of Schools witness any instances or occasions of any employee or former employee violating this policy, the witnessing employee shall report the incident to his/her immediate supervisor, Director, Human Resources, or his/her designee, or other member of the management staff.
5. After receiving a report of threats or violence, management staff shall investigate the report immediately, and respond with appropriate action, including discipline, if necessary. Incidents shall be investigated and resolved in as thorough and as confidential a manner as possible.

The County Superintendent of Schools shall develop an administrative regulation to implement this policy.

Board Policy No.: 3510

Administrative Regulation Nos.: 4019, 3510, 3515

Legal Reference: California Civil Code
51.7 and 52.1