



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

2024-2025

WWW.SMCCD.EDU/WVP

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1.0 Purpose

San Mateo County Community College District (“District”) is committed to creating and maintaining a work environment free from violence. Act of violence, threats of violence, harassment, intimidation, and other disruptive behaviors will not be tolerated.

This Workplace Violence Prevention Plan (“Plan”) is intended to reduce the likelihood of workplace violence at all District worksites. This will be achieved through improved employee awareness, identification of potential precursors of violence, violent incident identification and reporting, tracking of violent incidents, and corrective actions when hazards are recognized. (LC 6401.9 (c)(1)(A) & (b), LC 6401.7 (b))

2.0 Scope and Regulatory Authority

Pursuant to Board Policy and Administrative Procedure 3510, the Plan applies to all District employees, including faculty and staff, as well as student employees, volunteers, and persons present on University worksites. The Plan does not apply to District employees when telecommuting at a site not under the control of the District.

This Workplace Violence Prevention Plan is part of and is to be interpreted as part of the District Injury and Illness Prevention Plan under CCR, Title 8, Section 3202 (LC 6401.9(c)(1)(B)).

Applicable regulations include California Labor Code Section 6401.9, California Civil Code Section 56.05, California Code of Regulations, Title 8 Sections 3202 and 3343, Code of Federal Regulations Title 8 Section 14300.7, San Mateo County Community College District Injury Illness Prevention Plan.

Cal/OSHA regulates the requirements of the Plan through the California Code of Regulations, Title 8.

3.0 Definitions

- 3.1 **Clery reportable:** an incident of concern or an incident of criminal conduct may be reportable under the Clery Act. The District has existing procedures for collecting and reporting incidents that are Clery Act reportable. These procedures are independent of this Plan and will continue as they are currently implemented.
- 3.2 **Emergency:** Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.
- 3.3 **Engineering controls:** an aspect of the built space or a device that removes a hazard from a worksite or creates a barrier between an employee and the hazard.

- 3.4 **Imminent threat or danger** – a real physical danger that is likely to occur or about to happen in an immediate time frame.
- 3.5 **Log:** the Violent Incident Log required by Labor Code Section 6401.9.
- 3.6 **Plan:** this Workplace Violence Prevention Plan required by Labor Code Section 6401.9.
- 3.7 **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.
- 3.8 **Threat of Violence:** any verbal or written statement or conduct, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical contact, 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.
- 3.9 **Title IX Violation:** The District has existing programs, processes, and procedures for reporting, assessing, investigating, and adjudicating Title IX violations, which are unchanged by this Plan. If appropriate, the Title IX Coordinator will cross-reference incidents reported as Title IX violations to Public Safety.
- 3.10 **Violent Incident Log:** – the Log required by California Labor Code 6401.9(d) to record required information for every workplace violence incident.
- 3.11 **Workplace Violence (“WV”)** – any act of violence or threat of violence that occurs in a place of employment.

Workplace Violence includes, but is not limited to:

- 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.

Workplace Violence Types:

- Type 1: Criminal Intent. 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 employees with the intent to commit a crime.
- Type 2: Customer/Client. Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3: Employee-on-Employee/Former Employee. Workplace violence against an employee by a present or former employee, supervisor, or manager.

- Type 4: Personal Relationship. 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.

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

4.0 Roles and Responsibilities (LC 6401.9(c)(1) & (2))

The District Chancellor has overall responsibility for the Plan, approval of the final Plan, and any substantive revisions to the Plan.

The Workplace Violence Prevention Plan Administrator is the Chief Human Resources Officer (LC 6401.7(a)(1)), who has the authority and responsibility for implementing the provisions of this program for the San Mateo County Community College District.

4.1 **Assistant WVP Administrators**

Key personnel accountable for implementing the WVPP are in Human Resources, Public Safety, and Civil Rights and Compliance programs.

4.2 Designated Assistant WVP Administrators comprise the Workplace Violence Prevention Team (“WVPT”), (LC 6401.7 (1)) positions include:

- 4.2.1 Chief Facilities and Operations Officer
- 4.2.2 Director of Public Safety
- 4.2.3 Public Safety Captains
- 4.2.4 Public Safety Lieutenant
- 4.2.5 Public Safety Sergeant
- 4.2.6 Emergency Preparedness Manager
- 4.2.7 Director of Civil Rights and Compliance
- 4.2.8 Director of Human Resources

4.3 **Charge of WVPT**

The WVPT is charged with assessing the vulnerability to workplace violence, conducting outreach and training, and consultation on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and plans for responding to threats or acts of violence. They will also audit our overall Workplace Violence Prevention Program.

4.4 **Management**

All managers and supervisors are responsible for implementing and complying with the Plan for their work areas and answering questions about the Plan.

Managers and supervisors will:

- 4.4.1 Assist the WVPT with informing employees, managers, and supervisors about the Plan and application of the Plan to worksites and working conditions specific to the areas under the control of the supervisor;
- 4.4.2 Report a threat or incident of workplace violence on behalf of or in coordination with a Reporting Party;
- 4.4.3 Evaluate the performance of employees in complying with the District's workplace security measures;
- 4.4.4 Recognize employees who perform work practices that promote security in the workplace;
- 4.4.5 Provide training and counseling to employees who need to improve work practices designed to ensure workplace security;
- 4.4.6 Refer any potential violations of the WVPP to Human Resources for appropriate action, including discipline; and
- 4.4.7 Follow established workplace security directives, policies and procedures.

4.5 **Employees**

For the Plan to be effective, employees must feel comfortable identifying potential violence and elevating concerns for attention and support.

All employees are responsible for following all District directives, policies, and work practices concerning workplace safety and security, including hazards and incidents related to workplace violence. (LC 6401.9 (c)(2)(E)) Responsibilities of all employees include:

- 4.5.1 Immediately reporting all acts of WV to their supervisor, a Workplace Violence Prevention Team member, to Public Safety or through the Workplace Violence Incident Report Form.
- 4.5.2 Be familiar with District policies regarding WV.
- 4.5.3 Cooperate fully in investigations/assessments of allegations of WV.

5.0 **Workplace Violence Reporting (LC 6401.9(c)(2)(D) & (F)(i))**

The District requires all employees to report threats or incidents of workplace violence as soon as practicable and safe to do so.

Imminent Threats

All emergencies, imminent threats, imminent danger, or serious harm will be reported to law enforcement by calling **911** before any internal report is made. Public Safety will report all WV incidents to the Program Administrator or their Designee in a timely manner and facilitate a co-response when safe and feasible to do so.

Non-Imminent Threats

It is encouraged that all non-immediate threats be reported to Public Safety and the WVPT. Non-immediate threats may also be reported to managers.

5.1 Workplace Violence Reporting Options

5.1.1 Employees may report to their immediate supervisor

5.1.2 To Public Safety

5.1.3 To the Plan Administrator

5.1.4 A Workplace Violence Prevention Team member

5.1.5 Online with the option of anonymity at www.smccd.edu/wpv

5.1.6 Local Law Enforcement

[San Mateo Police Department](#) (District Office and College of San Mateo)

[San Bruno Police Department](#) (Skyline College)

[Redwood City Police Department](#) (Cañada College)

[San Mateo Sheriff's Department](#) (Cañada College)

5.2 Required Reporting Documentation

All reports shall be recorded by the Reporting Party or on behalf of a Reporting Party through the online Violent Incident Report (Attachment B). Third-party employers shall ensure that any threat or incident of workplace violence is reported through the Violent Incident Report form.

5.3 Reporting Safety Concerns or Hazards

Employees, authorized employee representatives or supervisors are encouraged to report potential hazards, safety concerns or safety improvement suggestions to a WVPT member or through the online, anonymous "Report a Safety Concern" form (Attachment C).

5.4 Related Reporting Responsibilities

As required by the California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District 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.

5.5 Non-Retaliation (LC 6401.9(c)(2)(D))

No District or third-party employee will be subject to discipline or retaliation for reporting a concern regarding WV, WV incidents or any injury resulting from WV to the District or law enforcement.

Any employee, including any supervisor, who retaliates against an employee for reporting a concern regarding workplace violence is subject to discipline, up to

and including termination. Any employee who reports WV and believes they are being subject to discipline or retaliation can use the following avenues to report:

5.5.1 The Plan Administrator

5.5.2 The Director of Civil Rights and Compliance

5.5.3 Online Reporting Options: a) Workplace Complaint form, b) Whistleblower Report form

5.6 **Access to Communication Devices for Safety**

Employees shall be permitted to access their personal cellular telephone or other communication devices to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify their safety.

6.0 **Emergency Communications**

6.1 **Timely Warning Policy**

The District complies with the Timely Warning requirements of the Jeanne Clery Act. Timely warnings are used to provide members of the campus community with information to aid in preventing them from becoming victims of crimes posing a serious or ongoing threat to the campus communities. Timely warnings provide faculty, staff, and students with timely information about Clery reportable crimes occurring within the defined Clery geography of their campuses.

6.2 **Emergency Notifications**

Alerts may be sent to employees and students utilizing the Emergency Notification System to immediately notify campus communities upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and/or employees occurring on a worksite. To sign up for alerts and review additional information, see the [Emergency Communications](#) website.

7.0 **Violent Incident Log (LC 6401.9(d)(1)(A))**

A Violent Incident Log will be created to record every workplace violence incident. The Log will include:

- Date, time and location of the incident
- Name and job title of the person completing the Log
- Workplace Violence category type(s) involved
- Detailed description of the incident
- Classification of who allegedly committed the violence, including whether the Alleged was an employee, student, third party employee, volunteer, customer, unaffiliated community member, partner or spouse, parent or relative or other applicable descriptor.

- Classification of where the incident occurred, such as worksite, parking lot or other area.
- The type of incident, including but not limited to, whether it involved:
 - 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.
- Consequences of the incident, including, but not limited to:
 - Whether Public Safety, law enforcement, Fire, or Paramedics were contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Any injuries requiring reporting to Cal/OSHA, and if so, documentation of the time this was done and the name of the Cal/OSHA representative contacted.

8.0 Post-Incident Response and Investigation (LC 6401.9(c)(2)(K))

After a WV incident, the WVPT will work together to implement appropriate post-incident procedures depending on the category of violence and the status of the Reporter and Alleged parties (employee, student, third party)

8.1 Investigating Threats, or Violence (LC 6401.7(a)(3),(6), 6401.9(c)(2)(F)(ii).

- 8.1.1 If a WV event involves criminal behavior, the area where the criminal incident occurred is to be secured as soon as possible to preserve evidence for an investigation.
- 8.1.2 If applicable and practicable, visit the scene of the incident.
- 8.1.3 Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- 8.1.4 Review relevant physical, electronic or other evidence, security footage, if available.
- 8.1.5 If feasible, determine the cause of the incident.
- 8.1.6 Record the findings and ensure corrective actions are taken.
- 8.1.7 Document actions taken as a result of an investigation that may potentially prevent similar incidents.
- 8.1.8 If relevant, the WVPT will review Logs to assess any trends that may be inform future prevention and response actions.

8.2 Communication of Investigation Results and Corrective Actions (LC 6401.9(c)(2)(F)(ii))

As applicable, the Reporting Party will be provided a records referenced in Section 8.1. No personally identifying information of any Alleged will be disclosed under this Plan.

8.3 Support and Resources (LC 6401.9(f)(4))

Through the Employee Assistance Program, the District offers various support and resources for employees affected by WV. The District will provide reasonable supportive measures, including time off from work and extended counseling, on a case-by-case basis.

9.0 Workplace Violence Hazard Identification, Evaluation & Correction (LC 6401.7(a)(2), (3))

The Workplace Violence Prevention Team will perform workplace hazard identification and assessment in coordination with specific worksites' supervisors, managers, and employees. The District will utilize Crime Prevention Through Environmental Design (CPTED) for hazard identification and suggested corrective actions. CPTED is a multidisciplinary strategy for deterring criminal behavior by environmental controls and social awareness. These can include access control, barriers, lighting, and landscaping designs. Identification, evaluation, and correction will be documented utilizing a CPTED Hazard Assessment Report.

9.1 Workplace Hazard Identification (LC 6401.9(c)(2)(I))

Workplace hazards may include physical conditions at a worksite, lack of training, and lack of effective policies or procedures that may increase the risk of WV.

9.1.1 Reporting Workplace Hazards: District community members can report workplace hazards or concerns through:

9.1.1.1 Workplace Violence Incident Reporting site

9.1.1.2 The Department of Public Safety

9.1.1.3 Human Resources

9.1.2 Regular Worksite Inspections (6401.9(a)(5)): a) annually, b) after each WV incident, c) upon receipt of a report to the District of a new or previously unrecognized hazard, and d) as needed.

9.2 Worksite Hazard Evaluation (LC 6401.7 (a)(2) & 6401.9(c)(2)(I))

The WVPT, in collaboration with a specific worksite's supervisors, managers, and employees, will evaluate physical and environmental factors through CPTED assessments.

9.3 Hazard Correction (LC 6401.7(c) & 6401.9(c)(2)(J))

The District shall correct workplace hazards that potentially increase the risk of WV promptly based on the severity of the hazard.

9.3.1 Imminent Hazards

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 required to correct the hazardous condition will be provided with the necessary protection. The District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible.

9.3.2 Non-Imminent Hazard Correction may include, but shall not be limited to:

- 9.3.2.1 Increasing deterrence through such means as: a) increased lighting, b) posting signs that cameras monitor the worksite, c) posting signs that limited cash is kept at the worksite,
- 9.3.2.2 Installing cameras and mirrors to provide information of the activity taking place in and around the worksite,
- 9.3.2.3 Increasing patrols of the worksite,
- 9.3.2.4 Limiting control, access to, and freedom of movement within the workplace by non-employees,
- 9.3.2.5 Providing door locks, physical barriers, and emergency alarms,
- 9.3.2.6 Posting emergency telephone numbers for law enforcement, fire, and medical services,
- 9.3.2.7 Regular training and refresher training on the Plan and procedures for reporting suspicious persons, activities, and packages,
- 9.3.2.8 Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence,
- 9.3.2.9 Ensuring access to an outside telephone line for employees,
- 9.3.2.10 Ensuring adequate employee escape routes, or
- 9.3.2.11 Provide a "buddy system" procedure for specified emergency events.

10.0 General Provisions (LC 6401.9(c)(2)(B))

10.1 Employee Active Involvement

The District will take the following measures to obtain or attempt to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan:

10.1.1 Ensuring employees and authorized employee representatives have opportunities to participate in:

- 10.1.1.1 identifying, evaluating, and determining corrective measures to prevent WV;
- 10.1.1.2 Communicate all policies and procedures within the Plan to all employees;

- 10.1.1.3 Ensuring the Plan addresses the hazards and corrective measures for all work areas/operations and learning environments.

10.2 **Employee Compliance**

To ensure all employees comply with the Plan and do not engage in threats or physical actions that create a WV hazard for others in the workplace, the District will:

- 10.2.1 Train employees regarding the elements of the Plan.
- 10.2.2 Develop and implement measures to promote compliance with the Plan.
- 10.2.3 Retrain employees whose safety performance is deficient with the Plan.
- 10.2.4 Counsel and/or discipline employees for failure to comply with the Plan, as permitted by applicable laws, regulations, policies, and collective bargaining agreements.

10.3 **Employee Training (LC 6104.9(c)(2)(H))**

All employees are required to complete workplace violence prevention training. Training and instruction include general and job-specific workplace violence practices. These sessions can involve presentations, discussions, and practical exercises. (LC 6401.7(c), 6401.9(e))

10.3.1 Training Components

- 10.3.1.1 Definitions
- 10.3.1.2 How to report WV incidents or concerns to the District or law enforcement without fear of retaliation
- 10.3.1.3 Worksite-specific WV hazards
- 10.3.1.4 Corrective measures the District has implemented and how to suggest a corrective measure
- 10.3.1.5 How to seek assistance to prevent or respond to violence and strategies to avoid physical harm,
- 10.3.1.6 The Violent Incident Log requirements and how to obtain copies of records about hazard identification, evaluation and correction, and training records,
- 10.3.1.7 Opportunities the District has for interactive questions and answers with a person knowledgeable about the District's Plan.
- 10.3.1.8 Refresher training will occur when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. Refresher training may be limited to addressing the new workplace violence hazard or modifications to the Plan.

10.4 **Coordinating with Other Employers (LC 6401.9 (d)(1)(C))**

All contractors engaging in work or business on District property or engaging directly with District employees will be responsible for adhering to the WVPP

and will have appropriate training. If a District contractor is involved in a WV incident, the incident will be investigated and documented in one of the following ways:

- 10.4.1 For WV incidents involving only contractors who are governed by their own employer's WVPP, the contractor's employer may conduct the inquiry and the District investigator will obtain a copy of their LOG for District recordkeeping.
- 10.4.2 For WV incidents involving only contractors whose employer is not required to maintain a written WVPP, the District investigator will complete the inquiry and LOG in accordance with this Plan.
- 10.4.3 For WV incidents between a contractor and a District employee, the District investigator will conduct the inquiry, complete the LOG, and collect a copy of any LOG completed by the contractor's employer.

10.5 Access to the Workplace Violence Prevention Plan and Requested Records (LC 6401.9(f)(1), (6))

This Plan is available and accessible to members of the District community, authorized employee representatives, Cal/OSHA, through the District website. Paper copies can be obtained by contacting Public Safety or Human Resources.

The following records shall be made available to employees and their authorized representatives upon request and without cost for examination or copying within 15 calendar days of a request, subject to required redaction to protect personally identifiable information:

- 10.5.1 Workplace Violence Hazard, Identification, Evaluation, and Correction,
- 10.5.2 Training records, and
- 10.5.3 Violent Incident Logs.

10.6 Recordkeeping 6401.9(f)(1)

The District shall create and retain all records required by this Plan and in compliance with Labor Code 6401.9(f)(1).

- 10.6.1 WV hazard identification and evaluation records will be maintained for a minimum of five years.
- 10.6.2 Training records will include: training dates, summary of content, names and job titles of attendees. Training records will be maintained for at least one year. (Attachment D).
- 10.6.3 Violent incident logs, investigation records, and WV hazard correction records will be maintained for at least five years.

All records retained per Labor Code Section 6401.9(f) shall be made available to Cal-OSHA upon request for examination or copying.

10.7 Plan Review (LC 6409.1(c)(2)(L))

- 10.7.1 Review Frequency: annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed.

- 10.7.2 Review and revision of the Plan will include: a) review of incident investigations and logs, b) assessment of the effectiveness of WV hazard prevention, c) review of the Plan and the effectiveness of the Plan, d) content of trainings, e) procedures used to obtain active involvement of employees and authorized employee representatives.
- 10.7.3 Proposed revisions to the WVPP shall be brought forward to the District Chancellor for consideration. Proposed revisions could include changes to procedures, increased security systems, updates to contact information and additions to training materials. Necessary revisions to the Plan will be made promptly and communicated to all employees.

11.0 Accountability

Any employee, student, or volunteer who engages in an act or threat of violence or who retaliates against another member of the District community for reporting a WV incident or concern is subject to disciplinary action under District policies and/or applicable collective bargaining agreements, up to non-retention or expulsion. If a contractor, vendor, or visitor engages in an act or threat of violence or retaliates against a member of the District community for reporting a WV incident or concern, they may be immediately barred from District-owned or leased property and have their business relationship with the District suspended or terminated.

Attachment A – Violent Incident Log

Name/Title of Person Completing Form: _____

Date Completed: _____

Associated Violence Incident Report Information

Log No.	Date/Time	Location	Incident Description	Reporting Party	Accused Party

Type of Incident:(check all that apply) as defined in the “Definitions” section)

- ☐ Type 1 Incident
- ☐ Type 2 Incident
- ☐ Type 3 Incident
- ☐ Type 4 Incident

Specifics:

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
- ☐ Attack with a weapon (e.g. gun, knife, other object)
- ☐ Threat of physical force or threat of use of weapon or other object
- ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
- ☐ Verbal Harassment
- ☐ Animal Attack
- ☐ Other _____

Incident Location Specifics: (check all that apply)

- ☐ Office
- ☐ Lobby/Reception
- ☐ Hallway
- ☐ Restroom/Bathroom
- ☐ Parking Lot
- ☐ Other Area Outside Building
- ☐ Personal Residence
- ☐ Break Room
- ☐ Cafeteria
- ☐ Other

Incident Circumstances: (check all that apply)

- ☐ Victim Performing Usual Job Duties
- ☐ Poor Lighting
- ☐ Rushed
- ☐ Working During Low Staffing Level
- ☐ High Crime Area
- ☐ Isolated/Alone
- ☐ Unable to Get Help/Assistance
- ☐ Working in a Community Setting
- ☐ Working in Unfamiliar/New Location
- ☐ Other: _____

Consequence Specifics: (check all that apply)

- ☐ Public Safety Contacted

☐ Law Enforcement Contacted

☐ Law Enforcement/Public Safety Response: _____

☐ Actions Taken to Protect from Continuing Threat or Other Hazards Identified as a Result of Incident (if any): _____

☐ Referred to Another Office: _____

☐ Other: _____

Disclosed Injuries:

Description: _____

☐ Medical responders other than Law Enforcement Contacted.

If so, describe: _____ ☐ Did

the severity of the injuries require reporting to Cal/OSHA? If so, date and time and representative contacted: _____

Attachment B – Violent Incident Report

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location</u>	<u>Incident Description</u> (Include as much detail as possible. Include additional sheet if necessary.)	<u>Reporting Party</u>	<u>Accused Party</u>

Type of Alleged Incident: (check all that apply)

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
- ☐ Attack with weapon (e.g. gun, knife, other object)
- ☐ Threat of physical force or use of weapon or other object
- ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
- ☐ Verbal Harassment
- ☐ Animal Attack
- ☐ Other _____

Incident Location Specifics: (check all that apply)

- ☐ Office
- ☐ Classroom
- ☐ Hallway
- ☐ Restroom/Bathroom
- ☐ Parking Lot
- ☐ Other Area Outside Building

- ☐ Personal Residence
- ☐ Break Room
- ☐ Cafeteria
- ☐ Other _____

Incident Specifics: (check all that apply)

- ☐ Victim Performing Usual Job Duties
- ☐ Poor Lighting
- ☐ Rushed
- ☐ Working During Low Staffing Level
- ☐ High Crime Area
- ☐ Isolated/Alone
- ☐ Unable to Get Help/Assistance
- ☐ Working in Community Setting
- ☐ Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

- ☐ Medical Treatment Provided
- ☐ Assistance Provided to Conclude Incident (detail in Incident Description)
- ☐ Public Safety Contacted
- ☐ Law Enforcement Contacted
- ☐ Referred to Civil Rights and Compliance
- ☐ Referred to Human Resources
- ☐ Referred to Student Conduct
- ☐ Lost Time of Work Hours: _____
- ☐ Actions Requested to Protect from Continuing Threat (if any): _____

PLEASE NOTE:

If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide

resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures. The District's Title IX policy and procedures are accessible here www.smccd.edu/titleix.

***Involved Party Classifications**

Employee

Third-Party Employee

Student/Former Student

Community Member

Family or friend of an employee, or

Other

Attachment C – Report Safety Concern

District community members are encouraged to report hazardous or unsafe conditions so they can be evaluated and corrected before an injury or incident happens. Potentially unsafe conditions include security issues, parking lights out, unlocked gates, or an incident of concern that does not rise to the level of an immediate threat to public safety.

There are several ways to report hazards or unsafe conditions:

- Contact the Campus Public Safety Office:
 - Cañada College
 - College of San Mateo
 - Skyline College
- Submit a Facilities Work Order
- Use this link to complete an online report

You may report the issue anonymously if you prefer. However, including your name and contact information will help assess the issue you are reporting and allow us to get back to you with an update. Retaliation for reporting a safety issue is prohibited.

Date of Report

Location or Nature of Hazard or Concern

Person Reporting (optional)

Preferred contact information (optional)

Unsafe Condition, Work Practice, or Employee Concern (include what, who, when, where, and how it is unsafe)

Causes of Other Contributing Factors (What causes/caused or contributes to the unsafe condition?)

Your suggestions for corrective action

Attachment D – Training Log

Date	Trainer	Trainer Qualifications	Title and Summary	Audience