

## PERSONAL SAFETY RECOMMENDATIONS

Scenarios that pose an increased risk of injury include:

- Heated verbal arguments
- Assaults and/or disruptive behavior
- Working after dark and/or (being) alone
- Traveling to or from your car or public transportation

### If violence appears imminent, do the following to reduce the risk of injury:

- Evaluate the situation . . .
  - How many combatants or potential attackers are involved?
  - Is anyone around to assist you and/or be a witness?
  - Do the participants have weapons?
  - What are your possible escape routes?
- Get a good look at the parties, so that you will be able to give an accurate description.
- Using a calm voice, encourage all parties to de-escalate. Stop arguing (if you are involved) and advise others to do the same to prevent violence
  - Violence will not help resolve the situation; it mainly provides temporary gratification.

### Handling potentially violent scenarios

- If parties continue to escalate the altercation, contact the City College of San Francisco Police, whether violence starts or not, and alert coworkers and/or bystanders.
- If violence ensues, avoid physical contact, especially grabbing.
- Put distance and/or shielding between yourself and the altercation.
- Wait for City College of San Francisco Police. Advise them of your location, if it changes substantially.
- Comply with the City College of San Francisco Police investigation, directives, and advice.

### If you are being attacked and are at risk of serious bodily injury, consider these factors before responding:

- Can you see or do you know of a way to escape?
  - If so, fleeing is an option because it reduces your risk of injury and buys time for responders to arrive.
- Is the attacker(s) between you and a means of escape?
  - If so, resistance or fighting until the escape route is accessible, and then fleeing, is a reasonable course of action.
  - You can fight back or submit. If you submit, use your hands and limbs to block and absorb and deflect the forces of strikes and escape grabs.
- You may counter-attack reflexively. If so, remember to stop if and when your aggressor stops or when you can escape (long-term consequences to excessive aggression may be costly e.g., arrest, legal fees, anger management counseling, monetary restitution, expulsion, hospitalization, etc).

### Transit Situations

- 90% of violent attacks occur in transit situations (when traveling to or from everyday destinations) because of the distraction and odds of successful escape are high.
- You are considered to be in a transit situation until you are secure inside your destination for the first few minutes.

### Tips that can keep you safe in Public Areas!

- Think defensively! Don't take unnecessary risks!
- If possible, travel with another person, especially after dark.
- Plan trips. Only travel in well-lit and well-traveled streets/areas.
- Watch for loiterers when you enter/leave everyday destinations. Be courteous, but do not encourage a level of familiarity that could be dangerous.
- Beware of approaching strangers. Keep a polite, but safe distance.
- Walk in the middle of the sidewalk and never loiter in deserted areas.

# WORKPLACE VIOLENCE

## Policy & Procedures

City College of San Francisco  
Human Resources Department



## PROHIBITING WORKPLACE

### VIOLENCE POLICY - PM 1.32

**District Policy 1.32 - Prohibiting Workplace Violence** was adopted by the San Francisco Community College District Board of Trustees on June 10, 2004.

The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

*Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated.* Any District employee who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to restraining orders, criminal charges, and civil law suites, as permitted by law.

*Incidents of violence, threats, stalking, harassment, intimidation, or other disruptive behavior should be reported immediately in accordance with the Workplace Violence Procedures* (outlined below). All reports of incidents will be taken seriously and will be dealt in accordance with the Workplace Violence Procedures.

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## WORKPLACE VIOLENCE PROCEDURES

### EMPLOYEE

**Any person who is the victim of, or observes workplace violence should call the CCSF Police Department at 239-3200.**

*Any employee who believes a crime has been committed against him/her has the right to report that to the proper law enforcement agency.*

Employees shall also report to his/her immediate supervisor any acts or threats of violence.

When reporting threats or acts of violence, the person making the report shall try to include as much of the following information as possible:

- Who made the threat or engaged in the violent act;
- against whom the threat was made or threat of violence was directed;
- the specific language of any threat, or a description of the specific conduct which constituted the act of violence;
- any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
- the names of any other witnesses to the threat or violent behavior;
- the time and place where the threat or act of violence occurred;
- threats of violent conduct by the alleged perpetrator before the current incident; and
- any other information which will help the District conduct its investigation and help the District prevent workplace violence from occurring.

## WORKPLACE VIOLENCE PROCEDURES

### INVESTIGATION

**Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate administrator in consultation with the Associate Vice Chancellor of Human Resources and the appropriate Vice Chancellor.**

***In all cases:***

The administrator conducting the investigation may enlist the assistance of others in conducting the investigation.

Upon completion of the investigation, the District shall determine if the charge of workplace violence has merit.

If a charge is found to have no merit, the charge will be dismissed.

If the charge is found to have merit, appropriate disciplinary action will be taken.

### DISCIPLINARY ACTION

**Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with the appropriate District policies, laws, and/or collective bargaining agreements.**