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**Administrative Regulation**  
Chapter 3 – General Institution

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**AR 3510           WORKPLACE VIOLENCE**

**Workplace/Campus Violence and Anti-Bullying**

The Santa Monica Community College District requires that there be procedures that ensure appropriate consequences for acts of violence or bullying, and remedial responses to persons who commit such acts. Corrective and appropriate remedial actions may range from positive behavioral interventions to disciplinary action or expulsion.

1. Corrective and/or remedial measures shall be designed to:
  - a. protect the victim of the act;
  - b. correct the problem behavior; and
  - c. prevent recurrence of the behavior.
2. The Superintendent/President or designee is responsible for receiving complaints of workplace violence and bullying as defined by BP 3510 Workplace Violence.
3. Reports of such acts shall be made to the Office of Human Resources or to Campus Police. A complaint may be submitted orally or in writing using the approved complaint form. If the complaint is taken orally, the official complaint form shall be used and the complainant will be asked to sign it.
4. Employee witnesses to acts of bullying must take responsible action to report such acts to the District and other witnesses should take action to report such violence.
5. A determination will be made with each complaint as to whether further investigation is warranted.
6. When warranted, investigations will be prompt and thorough. An investigation shall be completed within 15 business days after the report or complaint is received. This time period may be extended if necessary to complete the investigation.
7. If an emergency situation exists, Campus Police should immediately be contacted at 310-434-4300 or extension 4300.
8. The District prohibits any person from engaging in acts of reprisal or retaliation against those who report acts of violence or bullying.
9. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by an appropriate administrator after consideration of the nature, severity, and circumstances of the act of reprisal or retaliation.
10. Consequences and appropriate remedial action for employees or students found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, Personnel Commission Rules and Regulations, collective bargaining agreements, Educational Code Section 87732, and/or the SMCCD Code of Student Conduct, as appropriate.

**References:**

Cal/OSHA; Labor Code Sections 6300 et seq.;  
Title 8 Section 3203;  
Code of Civil Procedure Section 527.8;  
Penal Code Sections 273.6, 626.9, and 626.10;  
SMCCD Code of Student Conduct;  
Education Code Section 87732;  
SMC Merit Rules, Article 14

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