

## **EMPLOYEE SECURITY**

The Monterey County Office of Education (MCOE) shall provide a safe, orderly working environment for all employees. As part of the MCOE's comprehensive school safety plan, MCOE employees shall follow MCOE-adopted strategies for protecting themselves from potentially dangerous persons and situations. In the event of an emergency situation, necessary assistance and support shall be immediately provided in accordance with policy and procedures.

*(cf. 0450-Comprehensive Safety Plan)*  
*(cf. 3515-Campus Security)*  
*(cf. 5131.4-Campus Disturbances)*

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the administrator or designee immediately. MCOE administration shall initiate legal and security measures when necessary to protect the employee and others in the workplace. In addition, MCOE administration may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on MCOE owned or leased property.

Each department and division shall ensure that employees are informed and trained in crises prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution. Employees shall be informed, in accordance with law regarding crimes and offenses committed by students who may pose a danger in the classroom.

*(cf. 4131/4231/4331-Staff Development)*

Communication devices that would enable two-way communication with law enforcement and others when emergencies occur shall be available at appropriate locations, including, but not limited to, school offices, gyms, and classrooms.

*(cf. 5141-Health Care and Emergencies)*

### Use of Pepper Spray

Employees may possess pepper spray that meets the requirements of Penal Code 12403.7 on MCOE owned or leased property and at MCOE activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

School employees shall take immediate action upon being made aware that any person is in possession of an injurious object on MCOE owned or leased property or at a MCOE-related sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following;

1. Confiscate the object and deliver it to the administrator immediately
2. Immediately notify administrator, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the administrator

*(cf. 5131.7-Weapons and Dangerous Instruments)*

*(cf. 5144-Discipline)*

*(cf. 5144.1-Suspension and Expulsion/Due Process)*

*(cf. 5144.2-Suspension and Expulsion/Due Process) (Students with Disabilities)*

When informing the administrator about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

*Legal Reference:*EDUCATION CODE

32210-32212 *Willful disturbance, public schools or meetings*

32225-32226 *Communication devices*

35204 *Contract with attorney in private practice or use of administrative advisor*

35205 *Contract for legal services*

35208 *Liability insurance*

35213 *Reimbursement for loss, destruction or damage of school property*

44014 *Report of assault by pupil against school employee*

44807 *Duty concerning conduct of students*

48201 *Transfer of student records*

48900-48926 *Suspension or expulsion grounds for suspension or expulsion*

49079 *Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion*

49330-49335 *Injurious objects*

CIVIL CODE

51.7 *Freedom from violence or intimidation*

CODE OF CIVIL PROCEDURE

527.8 *Workplace violence safety act*

GOVERNMENT CODE

995-996.4 *Defense of public employees*

3543.2 *Scope of representation*

PENAL CODE

71	<i>Threatening public officers and employees and school officials</i>
240	<i>Definition of assault</i>
241.2	<i>Assault on school or park property against any person</i>
241.3	<i>Assault against school bus driver</i>
241.6	<i>Assault on school employee includes board member</i>
242	<i>Definition of battery</i>
243	<i>Battery; definition of "injury" and "serious bodily injury"</i>
243.2	<i>Battery on school or park property against any person</i>
243.3	<i>Battery against school bus driver</i>
243.6	<i>Battery against school employee includes board member</i>
245.5	<i>Assault with deadly weapon: school employee includes board member</i>
290	<i>Registration of sex offenders</i>
601	<i>Trespass by person making credible threat</i>
626.9	<i>Gun Free School Zone Act of 1995</i>
626.10	<i>Exceptions to bringing weapons on school grounds</i>
646.9	<i>Stalking</i>
12403.7	<i>Weapons approved for self defense</i>

WELFARE AND INSTITUTIONS CODE

827	<i>Juvenile court proceedings; reports' confidentiality</i>
828.1	<i>District police or security department, disclosure of juvenile records</i>