

Personnel

EMPLOYEE SECURITY

**BP 4158
4258
4358**

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with Administrative Regulation 3515.2 - Disruptions.

Any employee against whom harassment, violence, or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order (TRO) on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Additionally, a collective bargaining representative may seek a TRO on behalf of a district employee against whom harassment, violence, or credible threat of violence has been directed in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. (Code of Civil Procedure 527.8)

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Government Code 12945.8 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in

Personnel

EMPLOYEE SECURITY

**BP 4158
4258
4358**

classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with Board policy, administrative regulation, and Penal Code 22810. Any employee authorized to carry or possess pepper spray on school property who is negligent or careless in the possession or handling of pepper spray is acting outside of the scope of employment and shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on district property or at a district related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal or supervisor, who shall take appropriate action
3. Immediately call 911 and the principal or supervisor

Personnel

EMPLOYEE SECURITY

BP 4158
4258
4358

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

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Civ. Code 51.7
Code of Civil Procedure 527.8
Ed. Code 32210-32212
Ed. Code 32225-32226
Ed. Code 32282
Ed. Code 32289.6
Ed. Code 35208
Ed. Code 35213
Ed. Code 44014
Ed. Code 44807
Ed. Code 48201

Ed. Code 48900-48926
Ed. Code 49079

Ed. Code 49330-49335
Gov. Code 12926
Gov. Code 12945.8

Gov. Code 3543.2
Gov. Code 995-996.4
Lab. Code 230-230.2

Pen. Code 18150
Pen. Code 18170

Pen. Code 22810
Pen. Code 240-246.3
Pen. Code 241.3
Pen. Code 241.6
Pen. Code 243.3

Description

[Freedom from violence or intimidation](#)
[Workplace violence safety](#)
[Willful disturbance; public schools or meetings](#)
[Communications devices in classrooms](#)
[School safety plans](#)
[Best practices pertaining to school shooter drills](#)
[Liability insurance](#)
[Reimbursement for loss or damage of personal property](#)
[Report of assault by student against school employee](#)
[Teachers' duty concerning conduct of students](#)
[Transfer student's record for acts that resulted in suspension or expulsion](#)
[Suspension and expulsion](#)
[Notification to teacher; student who has engaged in acts regarding grounds for suspension or expulsion](#)
[Injurious objects](#)
[Definitions](#)
[Employee accommodations for domestic violence, sexual assault, stalking, and other qualifying acts of violence](#)
[Scope of representation](#)
[Defense of public employees](#)
[Leaves for victims of domestic violence, sexual assault or specified felonies](#)
[Gun violence restraining orders](#)
[Gun violence restraining order issued after notice and hearing](#)
[Purchase, possession, and use of tear gas](#)
[Assault and battery](#)
[Assault against school bus drivers](#)
[Assault on school employee including board member](#)
[Battery against school bus drivers](#)

Personnel

EMPLOYEE SECURITY

BP 4158
4258
4358

Pen. Code 243.6	<u>Battery against school employee including board members</u>
Pen. Code 245.5	<u>Assault with deadly weapon against school employee including board member</u>
Pen. Code 290	<u>Registration of sex offenders</u>
Pen. Code 601	<u>Trespass by person making credible threat</u>
Pen. Code 626-626.11	<u>Weapons on school grounds and other school crimes</u>
Pen. Code 646.9	<u>Stalking</u>
Pen. Code 71	<u>Threatening public officers and employees and school officials</u>
W&I Code 827	<u>Limited exception to juvenile court record</u>
W&I Code 828.1	<u>District police or security department; disclosure of juvenile records</u>
Federal	Description
Executive Order 14127	<u>Combating Emerging Firearms Threats and Improving School-Based Active Shooter Drills, September 2024</u>
Management Resources	Description
Court Decision	<i>City of San Jose v. William Garbett (2010) 190 Cal. App. 4th 526</i>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education, Safe Schools</u>
Website	<u>CSBA</u>

Cross References

Policy	Description
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
1313	<u>Civility</u>
3320	<u>Claims And Actions Against The District</u>
3515	<u>Campus Security</u>
3515	<u>Campus Security</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3515.31	<u>School Resource Officers</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.7	<u>Firearms On School Grounds</u>
3530	<u>Risk Management/ Insurance</u>
3530	<u>Risk Management/ Insurance</u>
4112.9	<u>Employee Notifications</u>

Personnel

EMPLOYEE SECURITY

BP 4158
4258
4358

4112.9-E(1)	<u>Employee Notifications</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.21	<u>Professional Standards</u>
4119.21-E(1)	<u>Professional Standards</u>
4131	<u>Staff Development</u>
4140	<u>Bargaining Units</u>
4156.3	<u>Employee Property Reimbursement</u>
4157	<u>Employee Safety</u>
4157	<u>Employee Safety</u>
4161	<u>Leaves</u>
4161	<u>Leaves</u>
4161.1	<u>Personal Illness/Injury Leave</u>
4161.2	<u>Personal Leaves</u>
4161.8	<u>Family Care And Medical Leave</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.21	<u>Professional Standards</u>
4219.21-E(1)	<u>Professional Standards</u>
4231	<u>Staff Development</u>
4240	<u>Bargaining Units</u>
4256.3	<u>Employee Property Reimbursement</u>
4257	<u>Employee Safety</u>
4257	<u>Employee Safety</u>
4261	<u>Leaves</u>
4261	<u>Leaves</u>
4261.1	<u>Personal Illness/Injury Leave</u>
4261.2	<u>Personal Leaves</u>
4261.8	<u>Family Care And Medical Leave</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4319.21	<u>Professional Standards</u>
4319.21-E(1)	<u>Professional Standards</u>
4331	<u>Staff Development</u>
4340	<u>Bargaining Units</u>
4356.3	<u>Employee Property Reimbursement</u>
4357	<u>Employee Safety</u>
4357	<u>Employee Safety</u>
4361	<u>Leaves</u>
4361	<u>Leaves</u>
4361.1	<u>Personal Illness/Injury Leave</u>

Personnel

EMPLOYEE SECURITY

**BP 4158
4258
4358**

4361.2	<u>Personal Leaves</u>
4361.8	<u>Family Care And Medical Leave</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5125.2	<u>Withholding Grades, Diploma Or Transcripts</u>
5131.4	<u>Student Disturbances</u>
5131.4	<u>Student Disturbances</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5141	<u>Health Care And Emergencies</u>
5141	<u>Health Care And Emergencies</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.2	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>

Policy

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California