

Santa Barbara County Special Education Local Plan Area

SELPA Policy: Employee Safety and Security

BP 4158/4258/4358

The SELPA's JPA Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful.

The SELPA Executive Director or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the SELPA Executive Director or designee.

Any person who threatens the safety of others at any SELPA facility may be removed by the SELPA Executive Director or designee.

Any employee against whom harassment, violence, or any threat of violence has been directed in the workplace shall notify the SELPA Executive Director or designee immediately. As appropriate, the SELPA Executive Director 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 California Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to California Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the SELPA Executive Director or designee shall provide reasonable accommodations in accordance with California Government Code 12945.8.

The SELPA Executive Director 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 SELPA property, at a school or SELPA activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties.

The SELPA Executive Director or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in student behavior and management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the SELPA Executive Director or designee shall inform SELPA employees of crimes and offenses committed by students who may pose a danger in SELPA programs and activities.

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

The SELPA Executive Director or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program in accordance with law.

The SELPA Executive Director or designee shall make first aid materials readily available at SELPA workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness.

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in California Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to California Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the SELPA Executive Director or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with SELPA JPA 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 SELPA property or at a SELPA 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 SELPA Executive Director immediately
2. Immediately notify the SELPA Executive Director who shall take appropriate action
3. Immediately call 911

When informing the SELPA Executive Director 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.

California Code

Civ. Code 51.7	Freedom from violence or intimidation
Code of Civil Procedure 527.8	Workplace violence safety
Ed. Code 32030-32034	Eye safety
Ed. Code 32210-32212	Willful disturbance; public schools or meetings
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32289.6	Best practices pertaining to school shooter drills
Ed. Code 35208	Liability insurance
Ed. Code 35213	Reimbursement for loss or damage of personal property
Ed. Code 44014	Report of assault by student against school employee
Ed. Code 44984	Required rules for industrial accident and illness leave
Ed. Code 49330-49335	Injurious objects
Gov. Code 12926	Definitions
Gov. Code 12945.8	Employee accommodations for domestic violence, sexual assault, stalking, and other qualifying acts of violence
Gov. Code 3543.2	Scope of representation
Gov. Code 995-996.4	Defense of public employees
Lab. Code 1139	Worker's rights in emergencies
Lab. Code 132a	Workers' compensation; nondiscrimination
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 3300	Definition of employer
Lab. Code 6305	Occupational safety and health standards; special order
Lab. Code 6310	Retaliation for filing complaint prohibited
Lab. Code 6325	Prohibition of entry into place of employment
Lab. Code 6400-6413.5	Responsibilities and duties of employers and employees
Lab. Code 6401.7	Injury and illness prevention program
Lab. Code 6401.9	Workplace violence prevention plans
Pen. Code 18150	Gun violence restraining orders
Pen. Code 18170	Gun violence restraining order issued after notice and hearing
Pen. Code 22810	Purchase, possession, and use of tear gas
Pen. Code 240-246.3	Assault and battery
Pen. Code 241.3	Assault against school bus drivers
Pen. Code 241.6	Assault on school employee including board member
Pen. Code 243.3	Battery against school bus drivers
Pen. Code 243.6	Battery against school employee including board members
Pen. Code 245.5	Assault with deadly weapon against school employee including board member
Pen. Code 290	Registration of sex offenders
Pen. Code 601	Trespass by person making credible threat
Pen. Code 626-626.11	Weapons on school grounds and other school crimes
Pen. Code 646.9	Stalking
Pen. Code 71	Threatening public officers and employees and school officials
W&I Code 827	Limited exception to juvenile court record

California Code of Regulations

17 CCR 2508	Reporting of communicable diseases
8 CCR 14000-14316	Occupational injury or illness reports and records
8 CCR 3203	Injury and illness prevention program
8 CCR 3204	Access to employee exposure and medical records
8 CCR 3400	Medical services and first aid
8 CCR 5095-5100	Control of noise exposure
8 CCR 5193	Bloodborne pathogens

Code of Federal Regulations

17 CFR 2508	Reporting of communicable diseases
29 CFR 1910.1030	Bloodborne pathogens
29 CFR 1910.95	Noise standards
29 CFR 651-678	Occupational safety and health
8 CFR 14000-14316	Occupational injury or illness reports and records
8 CFR 3204	Access to employee exposure and medical records
8 CFR 5193	Bloodborne pathogens

Other Federal

Executive Order 14127	Combating Emerging Firearms Threats and Improving School-Based Active Shooter Drills, September 2024
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DATE APPROVED: October 5, 2026