



Workplace Violence Prevention Plan (WVPP) – Each City department has its own custom and site-specific plan that includes the following core elements:

1. RESPONSIBILITY - Names or job titles of persons responsible for implementing and maintaining the WVPP. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. EMPLOYEE INVOLVEMENT - Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. EMPLOYEE COMPLIANCE - Methods used to coordinate implementation of the plan to ensure employees understand their respective roles, as provided in the plan. These methods shall ensure that all employees are provided the training required and that workplace violence incidents involving any employee are reported, investigated, and recorded. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
4. INCIDENT REPORTING - Effective procedures to accept and respond to reports of workplace violence and to prohibit retaliation against employees who make such reports.
5. EMPLOYEE COMMUNICATION - Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - (i) How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - (ii) How employee concerns will be investigated, and how employees will be informed of the results of the investigation and any corrective actions.
6. EMERGENCY RESPONSE PROCEDURES - Effective procedures to respond to actual or potential workplace violence emergencies
7. TRAINING AND INSTRUCTION - Procedures to develop and provide training
8. HAZARD IDENTIFICATION AND EVALUATION - Procedures to identify and evaluate workplace violence hazards
9. HAZARD CORRECTION - Procedures to correct workplace violence hazards identified and evaluated
10. INVESTIGATION - Procedures for post-incident response and investigations
11. RECORDKEEPING – Keep training records for 1 year; keep logs and all others for 5 years
12. REVIEW AND REVISION - Procedures to review effectiveness of the plan and revise it as needed
13. EMPLOYEE ACCESS – Ways employees and their authorized representatives can access the written plan and records of violent incidents, training records, and violent incident logs.

When submitting a copy of a final departmental WVPP to DHR, please ensure that the plan addresses the following points:

- Plan written on department letterhead & signed by department head or executive senior leader
- Plan identified administrator and support key personnels & has 13 or more core elements required per SB 553
- Plan accessible (multiple avenues- analog and digital) to all: employees, authorized representatives, Cal/OSHA enforcement.
- Plan's contact name for department employees' questions and answers (Qs & As)
- Plan's contact name for department authorized employee representatives' Qs & As
- Plan's contact name for representatives of the Division (Cal/OSHA)