**Violent Incident Log and Instructions**

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will **NOT** be recorded. Such personal identifying information includes the person’s name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, could reveal the person’s identity.

Upon receipt of report, DPO assigns a number system for tracking including date of report, Department, initials of who completed the log entry, without including employee name. Tracking and trending should include date, time and location, violence type, type of assault, and incident detailed description.

**It is expected that the logs will be forwarded to DHR on a timely basis.**

Departments are expected to review the data at least quarterly and make improvements to prevent further incidents.

Template Log is below:

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| Log # | Person who completed the Log | Incident Date | Incident Time (24-hour, military) | Physical Location | Violence Perpetrator(s) Type, e.g., I stranger; II: client; III: employee (current or former); IV: Personal relationship | Incident Type, e.g., Verbal threats, Physical attack | CAT  Notified  Y/N | Police Notified  Y/N |
| Example: DHR12.13.23-1 | Giano Bito | 12/13/23 | 1403 | 1 S Van Ness, 4th floor | III | Verbal | Y | Y |
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