**Workplace Violence Prevention Plan (WVPP)**

PURPOSE: To prevent acts of aggressive, threatening behavior and violence in the workplace.

SCOPE: This plan applies to all Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_employees in its entirety.

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP) Completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted to the Department of Human Resources (DHR) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departments are to complete information specific to their employees and their worksite(s). Upon completion by the department, the site-specific WVPPs will be shared with DHR by **April 15, 2024**, by submitting directly to the Citywide Safety Officer, Tyler.Nguyen@sfgov.org and **dhr.citysafety@sfgov.org**.

**RESPONSIBILITY**

The WVPP administrator, Departmental Personnel Officer (DPO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has the authority and responsibility for implementing the provisions of this program for Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Departmental-based Human Resources, Safety, Emergency Planning, Facilities Manager, and Security Officers and staff who are also responsible for supporting and maintaining the WVPP are listed below:

Human Resources Professional:

Health and Safety Professional(s):

Facilities Manager:

Security Director:

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering worker questions about the WVPP.

As per the Injury and Illness Prevention Program (IIPP), managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation and follow up.

All employees and building occupants are responsible for reporting hazards and injury or illness incidents per the IIPP, including hazards and incidents related to workplace violence.

**Employee Obligations**

Each employee and every person on City and County of San Francisco (CCSF) property is encouraged to report incidents of threats or acts of physical violence.

In cases where the reporting individual is not a CCSF employee, the report should be made to the San Francisco Police Department and/or the appropriate law enforcement agency who has jurisdiction over the offense alleged to have been committed.

In cases where the reporting individual is a CCSF employee, the report shall be made to the reporting individual's immediate supervisor. If the immediate supervisor is not available, the report shall be made to the next level of management or to the Departmental Personnel Officer (DPO). Prior to proceeding with any formal investigation, the management level supervisor shall report the incidents of threats or acts of physical violence to the DPO.

Employees (Including Managers and Supervisors) are responsible for:

• their own behavior by interacting responsibility with fellow employees, supervisors, and clients;

• being familiar with Department policy regarding workplace violence;

• promptly reporting actual and/or potential acts of violence to appropriate authorities;

• cooperating fully in investigations/assessments of allegations of workplace violence;

• being familiar with the service provided by the Employee Assistance Program; and

• informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.

Managers and Supervisors are additionally responsible for:

• informing employees of the Department's workplace violence policy and program;

• taking all reported incidents of workplace violence seriously;

• investigating all acts of violence, threat, and similar disruptive behavior in a timely fashion and taking the necessary action(s);

• providing feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents;

• requesting, where appropriate, assistance from functional area expert(s);

• being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties;

• encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program; and

• assuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.

Security Offices are responsible for:

• providing security and helping to defuse violent situations;

• providing technical advice and support regarding physical security matters;

• maintaining an ongoing security awareness program;

• assisting with or conducting investigations of threats or incident of violence;

• requesting, where appropriate, assistance from functional area expert(s);

• acting as liaison with local authorities and outside law enforcement agencies; and

• making arrests for acts of violence in government owned and/or government leased buildings, when appropriate and when having authority.

Safety and Health Managers are responsibilities for:

• assisting, when appropriate, Department officials with threat assessment and response activities;

• assisting, when appropriate, in assessing the physical and social environment for potential negative and positive stressors (e.g., space, lighting, temperature, and noise level);

• preparing trend reports and other analyses of safety and health incident report data; and

• assisting in emergency preparedness activities.

Unions and Their Representatives are responsible for:

• supporting the Department's workplace violence policy and program;

• being cognizant of situations that have the potential to produce violence and promptly addressing them with all concerned parties;

• being sensitive to stress generated by the workplace and assisting employees in alleviating it;

• encouraging employees who show signs of stress to obtain assistance, such as that offered by the Employee Assistance Program; and

• advising employees, if they inquire, of the procedures for reporting violent behavior.

**COMPLIANCE**

Management will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. Managers and supervisors will enforce the rules fairly and uniformly.

All affected workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Our system to ensure that workers comply with the rules and maintain a secure work environment will include at a minimum:

• Inform workers of the provisions of our WVPP.

• Evaluate the security performance of all workers.

• Recognize workers who perform secure work practices.

• Provide training to workers whose security performance is deficient.

• Discipline workers for failure to comply with secure workplace practices.

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ensures the following:

• Workers will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe.

• Workers will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

**COMMUNICATION**

We recognize that open, two-way communication between management and staff about workplace security issues is essential to a safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of workplace security information between management and staff in a form that is readily understandable by all affected workers, and consists of one or more of the following:

• New worker orientation including workplace security policies and procedures.

• Review of our WVPP.

• Workplace security training programs.

• Regularly scheduled meetings.

• Effective communication between workers and supervisors about security and violence concerns, including translation where appropriate.

• Posted or distributed workplace security information.

• A system for workers to anonymously inform management about workplace security and violence concerns.

• A system for workers to inform management about workplace security hazards or threats of violence without fear of reprisal or adverse action.

• Address security issues at our workplace team meetings.

**WORKPLACE SECURITY HAZARD ASSESSMENT**

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has the following locations and physical addresses: (fill in your department locations)

* 1 S Van Ness Avenue
* 49 S Van Ness Avenue
* 601 Van Ness Avenue
* 440 Turk Street

Annual or Periodic inspections and reviews to identify and evaluate workplace security and violence hazards will be performed at all of our locations.

We have an Emergency Action Plan for each of our location that includes the following reporting, evacuating, or sheltering in place procedures:

* For emergencies call 9-1-1
* Reporting emergencies
* Reporting a crime (non-emergency)
* Elevator entrapment
* Civil disturbances and demonstrations
* Evacuation procedures
* Medical event
* Violent individual
* Earthquake
* Assisting disabled persons
* Lost child
* Fire
* Hazardous materials
* Utility failure
* Active shooter
* Reporting a phone/bomb threat
* Receiving a pone/bomb threat
* Emergency phone list

Annual or Periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in workers’ work practices. This may require assessment for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below.

***Inspections for Type I (Violence by Strangers) workplace security hazards include assessing:***

• The exterior and interior of the workplace for its attractiveness to robbers.

• The need for security surveillance measures, such as mirrors and cameras.

• Adequate lighting outside of and within facilities.

• Signage notifying the public that limited cash is kept on the premises and that cameras are recording all activities.

• Procedures for worker response during a robbery or other criminal act, including our policy prohibiting workers, who are not security guards, from confronting violent persons or persons committing a criminal act.

• Procedures for reporting suspicious persons or activities.

• Effective location and functioning of emergency buttons and alarms.

• Posting of emergency telephone numbers for law enforcement, fire, and medical services.

• Whether workers have access to a telephone with an outside line.

• The amount of cash on hand and use of time access safes for large bills.

• Whether workers have effective escape routes from the workplace.

• Whether doors to offices and rooms can be locked.

• Whether workers have a designated safe area where they can go to in an emergency.

***Inspections for Type II (Violence by Customers/Clients) workplace security hazards include assessing:***

• Access to and freedom of movement within the workplace.

• Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.

• Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

• Workers’ skill in safely handling threatening or hostile service recipients.

• Effectiveness of systems and procedures that warn others of a security danger or that summon assistance, e.g., alarms or panic buttons.

• The use of work practices such as the "buddy" system for specified emergency events.

• The availability of worker escape routes.

***Inspections for Types III (Violence by Current or Past Coworkers) workplace security hazards include assessing:***

• How well our establishment's anti-violence policy has been communicated to workers, supervisors, or managers.

• How well our establishment's management and workers communicate with each other.

• Our workers', supervisors,’ and managers' knowledge of the warning signs of potential workplace violence.

• Access to and freedom of movement within the workplace by non-workers, including recently discharged workers or persons with whom one of our workers is having a dispute.

• Frequency and severity of workers’ reports of threats of physical or verbal abuse by managers, supervisors, or other workers.

• Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

• Worker disciplinary and discharge procedures.

Periodic inspections and reviews are performed according to the following schedule:

1. [Enter the frequency (daily, weekly, monthly, whatever) is appropriate for your workplace.]

2. When we initially established our WVPP.

3. When new workplace security hazards are introduced into our workplace.

4. When new, previously unidentified workplace security hazards are recognized.

5. When workplace security incidents occur.

6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a workplace security evaluation has not yet been conducted.

7. Whenever workplace security conditions warrant an inspection.

**WORKPLACE SECURITY INCIDENT INVESTIGATIONS**

Procedures for investigating workplace security incidents include the following:

1. Visit the incident scene as soon as possible.

2. Interview threatened and injured workers and witnesses.

3. Examine the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.

4. Determine the cause of the incident.

5. Take corrective action to prevent the incident from reoccurring.

6. Record the findings and corrective actions taken.

The written incident report will include the date, time, location, description of the type of the event and circumstances leading up to it, as well as the identity of the persons involved.

**WORKPLACE SECURITY HAZARD CORRECTION**

Hazards that pose a higher risk for violence in our workplace will be corrected in a timely manner, based on the severity of the hazards (with the higher risk situations having higher priority). Hazards will be corrected according to the following procedures:

1. When first observed or discovered.

2. If an imminent hazard exists that cannot be immediately abated without endangering worker(s) and/or property, all exposed workers will be removed from the situation except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.

3. All corrective actions taken and dates they are completed will be documented on the appropriate forms [Violent Incident Report and Violent Incident Analysis and Log.]

The following policies and procedures are established to ensure worker and worker representatives participate in identifying, evaluating, and determining corrective measures to prevent workplace violence: [Provide details on what those policies and procedures are.]

***Corrective measures for Type I (Violence by Strangers) workplace security hazards include the following:***

• Improve lighting around and at the workplace.

• Provide emergency buttons to workers and install emergency alarms at the workplace.

• Establish a safe room with a lockable door.

• Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.

• Procedures for reporting suspicious persons, activities, and packages.

• Post emergency telephone numbers for law enforcement, fire, and medical services

• Ensure workers have access to a telephone with an outside line.

• Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.

• Limit the amount of cash on hand and use time access safes for large bills.

• Worker, supervisor, and management training on emergency action procedures.

***Corrective measures for Type II (Violence by Customers/Clients) workplace security hazards include the following:***

• Control access to the workplace and freedom of movement within it that is consistent with business necessity.

• Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.

• Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

• Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.

• Provide procedures for a "buddy" system for specified emergency events.

• Ensure adequate worker escape routes.

***Corrective measures for Types III (Violence by Current or Past Coworkers) workplace security hazards include the following:***

• Effectively communicate our establishment's anti-violence policy to all workers, supervisors, or managers.

• Improve how well our establishment's management and workers communicate with each other.

• Increase awareness by workers, supervisors, and managers of the warning signs of potential workplace violence.

• Control, access to, and freedom of movement within, the workplace by non-workers, include recently discharged workers or persons with whom one of our workers is having a dispute.

• Provide counseling to workers, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.

• Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

• Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.

**TRAINING AND INSTRUCTION**

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides the following workplace safety and security training topics to our employees (fill in your training topics):

* Injury and Illness Prevention Program
* Covid-19 Prevention Plan
* Facility Access and Control
* Emergency Action Plan
* Calling for Fire/Rescue/Medical Services
* Injury Reporting
* Lone Worker Safety and Security
* Personal Safety
* Bomb Threat
* Active Shooter
* Types of Violence at the Workplace
* Earthquake Preparedness
* Severe Weather
* Evacuation/Shelter in Place

All affected workers, including managers and supervisors, will have training and instruction on general and job-specific safe workplace security practices. Training on risk factors associated with workplace violence and proper handling of emergency situations will be provided to employees in order to minimize the risks of violent incidents occurring in the workplace.

Training and instruction will be provided as follows:

• Specified training when the WVPP is first established and annually thereafter.

• To all new workers.

• To all workers given new job assignments for which training has not been provided.

• Whenever new workplace security concerns are introduced to the workplace and represent a new hazard.

• Whenever we are made aware of a new or previously unrecognized workplace security hazard.

• To supervisors so that they can recognize the workplace security hazards to which workers under their immediate direction and control may be exposed.

• To all workers with respect to workplace security hazards specific to each worker's job assignment.

General workplace security training and instruction include, but are not limited to the following:

• Explanation of the IIPP for Workplace Security including measures for reporting any violent acts or threats of violence.

• Recognition of workplace security hazards including the risk factors associated with the types of workplace violence.

• Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.

• Ways to defuse hostile or threatening situations.

• How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.

• Measures to summon others for assistance.

• Worker routes of escape.

• Notification of security and law enforcement authorities when a criminal act may have occurred.

• Emergency medical care provided in the event of any violent act upon a worker; and

• Post-event trauma counseling for workers desiring such assistance.

In addition, we provide specific instructions to all workers regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

***We have chosen the following checked items for Type I training and instruction for managers, supervisors, and workers:***

□ Crime awareness.

□ Location and operation of alarm systems.

□ Communication procedures.

□ Proper work practices for specific workplace activities, occupations, or assignments, such as late-night security guard.

***We have chosen the following checked items for Type II training and instruction for managers, supervisors, and workers:***

□ Self-protection.

□ Dealing with angry, hostile, or threatening individuals.

□ Location, operation, care, and maintenance of alarm systems and other protective devices.

□ Communication procedures.

□ Determination of when to use the "buddy" system or other assistance from co-workers.

□ Awareness of indicators that lead to violent acts by service recipients.

***We have chosen the following checked items for Types III training and instruction for managers, supervisors, and workers:***

□ Preemployment screening practices.

□ Employee Assistance Programs.

□ Awareness of situational indicators that lead to violent acts.

□ Managing with respect and consideration for worker well-being.

□ Review of anti-violence policy and procedures.

**Employee Access to the WVPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our WVPP. This will be accomplished by:

We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

**RECORDKEEPING**

We have taken the following steps to implement and maintain our WVPP:

1. Records of workplace security hazard assessment inspections, including the person(s) or persons conducting the inspection, the workplace security concerns that have been identified and the action taken to correct the identified concerns, are recorded on a hazard assessment and correction form; and

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained as required by law.

**Annual Review of the WVPP**

We have established and implemented a system to review the effectiveness of the WVPP at least annually in conjunction with workers and their representatives regarding the workers' respective work areas, services, and operations. The review includes:

• Sufficiency of security systems, including alarms, emergency response, and security personnel availability (if applicable).

• Job design, equipment, and facilities to ensure they are optimized to prevent workplace violence incidents.

• Security risks are being properly identified, evaluated, and corrected.

The WVPP is to be updated whenever deficiencies are found during the review and workers will be trained on any changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Addendum A – Violent Incident Report**

**Violent IncidentReport Instructions**

The supervisor receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. The original report must be forwarded through all appropriate levels of supervision to the DPO and Department Head or their Designee. The department must maintain the original form. DHR will maintain a copy.

**Employee Information**

Reporting Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affected Employee(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affected Employee(s) Job Title(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Information**

Date incident occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time incident occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions of Violent Incident Types**

* Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
* Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
* Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
* Type IV violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Checklist of Questions to Answer After a Violent Incident**

1. Which type of person threatened or assaulted the employee(s)?

Type I: □ Stranger □ Thief/Suspect □ Other

Type II: □ Client/Customer □ Passenger □ Person in Custody □ Patient □ Visitor

Type III: □ Current Co-worker □ Former Co-worker □ Supervisor/ Manager

Type IV: □ Current Spouse or Partner □ Former Spouse or Partner □ Employee’s Friend

 □ Employee’s Relative □ Family/friend of client or patient

1. What type of violent incident occurred (check all that apply)?

□ Verbally harassed □ Verbally Threatened □ Physically Assaulted □ Punched

□ Slapped □ Grabbed □ Pushed □ Choked □ Kicked □ Bitten

□ Hit with Object □ Threatened with Weapon □ Assaulted with Weapon □ Animal Attack

□ Other (Describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was a weapon used? □ Yes □ No
Describe the incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was/were the employee(s) working alone? □ Yes □ No
If not, who was/were with the employee(s) that may have witnessed the incident?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Were there threats made before the incident occurred? □ Yes □ No

If yes, was it ever reported to the employee’s supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you willing to testify against the Respondent in Court to obtain a restraining order?
□ Yes □ No

**Reporter Information**

Report Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Addendum B – Violent Incident Investigation**

The Department Head or DPO or Designee will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to DHR.

**Incident Analysis To be completed by DPO/ HR Professional:**

Has this type of incident occurred before at the workplace? □ Yes □ No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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**Post-Incident Response**

□ Yes □ No Did the employee(s) require medical attention as a result of the incident?

□ Yes □ No Did the employee(s) miss work as a result of the incident?

□ Yes □ No Did the employee(s) apply for workers’ compensation?

□ Yes □ No Was security contacted?

□ Yes □ No Was building facilities contacted?

□ Yes □ No Was immediate counseling provided to affected workers and witnesses?

□ Yes □ No Was critical incident debriefing provided to all affected staff who desired it?

**□** Yes □ No Was post-trauma counseling provided to affected staff who desired it?

□ Yes □ No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? □ Yes □ No

Is this a recurring event? □ Yes □ No

Are there modifications to be made to WVPP to reflect updated practices? □ Yes □ No

Describe updates to WVPP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigation completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Addendum C – 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:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 NotifiedY/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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