



Book	District Policies
Section	6000 Personnel
Title	Workplace Violence Prevention Policy Statement
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Adopted	

6191 Workplace Violence Prevention Policy Statement

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious threat to the safety of employees, students, parents, and visitors. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible for: creating an environment of mutual respect for each other, as well as students, parents, and visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This workplace violence prevention policy was developed in consultation with all authorized employee representatives and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means the failure to:
 1. Develop and implement a workplace violence prevention program;
 2. Address situations which could result in serious physical harm.

- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or
- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's WVPP.

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator(s);
- b) Authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers; and
- e) Other District staff.

Workplace Violence Prevention Coordinator

The District has designated the following District employee(s) to serve as its Workplace Violence Prevention Coordinator(s):

For Staff:

Dana Floriano, Executive Director of Human Resources
105 Casey Road
East Amherst, NY 14051
716-626-8051

Moira "Molly" Cooper, Executive Director of Labor Relations
105 Casey Road
East Amherst, NY 14051
716-626-8050

For Students/Families:

Anthony Scanzuso, Assistant Superintendent for Exceptional Education & Student Services
105 Casey Road East Amherst, NY 14051
716-626-8061

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Authorized employee representatives have a right to, at a minimum, be involved in:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any.
- e) Evaluating the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence.

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to a supervisor or the Workplace Violence Prevention Coordinator. If the report was provided to a supervisor, the supervisor must immediately forward to the report the Workplace Violence Prevention Coordinator.

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance. The employee should also immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

The District will immediately respond to all incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If, after being given notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current PESH administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace risk evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace risk evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 1. Making high-risk areas more visible to more people;
 2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;

4. Posting signs stating that limited cash is on hand;
 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
 - d) The methods and means by which the District will address each specific hazard identified in the workplace risk evaluation.
 - e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
 - f) A written outline or lesson plan for employee program training.
 - g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

Notification

This policy will be posted where notices to employees are typically posted. A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor in the work area.

Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE: Refer also to Policies

- #3410 -- Code of Conduct
- #3411 -- Prohibition of Weapons on School Grounds
- #3412 -- Threats of Violence in School
- #3420 -- Non-Discrimination and Anti-Harassment in the District
- #3421 -- Title IX and Sex Discrimination
- #5681 -- School Safety Plans
- #5685 -- Use of Surveillance Cameras in the District and on School Buses
- #5690 -- Exposure Control Program
- #6121 -- Sexual Harassment in the Workplace
- #6122 -- Employee Grievances
- #7350 -- Timeout and Physical Restraint
- #7360 -- Weapons in School and the Gun-Free Schools Act

WILLIAMSVILLE CENTRAL SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PROGRAM

Adopted by the Williamsville CSD Committee on Workplace Violence Prevention, March 3, 2024

POLICY STATEMENT

The Williamsville CSD is committed to the safety and security of its employees. It is the intent of the district to provide an environment for employees and the public that is free from violence.

In general, workplace violence is defined as any physical assault or act of aggressive behavior that occurs when a public employee is performing work-related duties while in the course of his or her employment. The definitions section contained in the district's workplace violence prevention program includes additional examples of workplace violence.

The goal of this program is to promote the safety and well-being of all people in our workplace. This program is designed to meet the requirements of the New York State Workplace Violence Prevention Regulation under Labor Law Article 27-b. All personnel are responsible for notifying the contact persons designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All incidents of violence or threatening behavior will be responded to immediately upon notification.

Acts of violence against any district employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted.

All employees are responsible for helping to create an environment of mutual respect for each other as well as visitors. All employees must follow all policies, procedures and practices. All employees must work together to maintain a safe and secure work environment. Authorized employee representatives (Union Representatives) will be involved in evaluating the physical environment (workplace), developing the Workplace Violence Prevention Program, annually reviewing workplace violence incidents to identify trends, and reviewing the effectiveness of the mitigation actions taken.

This policy statement shall be posted in each of the district's workplaces in areas where other such notices are typically posted.

Designated Contact Persons: Executive Director of Human Resources; Executive Director of Labor Relations; Assistant Superintendent for Exceptional Education & Student Services

Supervisor Location: 105 Casey Road, East Amherst, New York, 14051

Phone: (716) 626-8154

APPLICABILITY

This program applies to all employees including full-time and part-time employees with permanent, probationary, or temporary appointments. This program applies to the conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on an employee's ability to perform the assigned duties and responsibilities.

This program also applies to the conduct of former employees, visitors, and guests toward district employees while on district-owned property.

DEFINITIONS

Workplace violence can include, but is not limited to, the following:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Intimidation - Engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce, or induce duress.

Threat - The expression of intent to cause physical or mental harm. Such expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.

Physical Attack - Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

Domestic Violence - The use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are currently married, live together, or date or those who have formerly been married, lived together, or dated.

Property Damage - Intentional damage to property and includes property owned by employees, visitors or vendors.

ANNUAL RISK EVALUATION / WORKPLACE EXAMINATION

The district must conduct initial and subsequent annual risk evaluations of each district owned facility. Risk factors identified during this evaluation shall be documented on the attached *Annual Summary of Risks and Mitigation Efforts Form*. A list of all risk factors identified shall be maintained. The annual risk evaluation shall include the following:

Annual Examination of Records – Once each year, the district designated contact person(s) must examine any records relevant or related to any workplace violence incident. This will be documented on the attached Annual Administrative Controls Evaluation Form. This review is intended to identify any patterns in the locations, types and causes of incidents and injuries. Examples of records to examine can include:

- Injury and Illness Incident Reports
- Log and Summary of Work-Related Injuries and Illnesses
- Workers' Compensation Reports

- Workplace Violence Incident Reports
- Personnel Disciplinary Reports

Administrative Risk Factors – Once each year, the district designated contact person(s) must assess any relevant policies, work practices and work procedures that may impact the risk of workplace violence. Examples of items to assess include:

- Non-Harassment, Discrimination and Retaliation Policy
- General District Safety Rules, Policies and Procedures
- Work practices requiring work in public settings, including exchanging money with the public, working alone or in small numbers, and working with potentially violent people

Evaluation of Physical Environment – Once each year, district’s designee(s), along with the participation of authorized employee representatives (Union Representatives), will evaluate all district workplaces to determine the presence of factors which may place employees at risk of workplace violence. This will be documented on the attached *Physical Environment Examination Form*. Factors that have a potential to place employees at risk can include the following:

- Working late night or early morning hours
- Exchanging money
- Working alone or in small numbers
- Working in a location with uncontrolled public access to the workplace
- Areas that have experienced previous security problems or violence

METHODS TO PREVENT WORKPLACE VIOLENCE

Based upon the findings of the workplace evaluations the district will identify, document and implement methods to prevent workplace violence. The methods and actions taken to prevent workplace violence shall be documented on the attached *Annual Summary of Risks and Mitigation Efforts Form*. Examples of such methods may include the following:

- Following the district’s workplace violence prevention program
- Enforcing existing workplace rules
- Providing annual training to increase employee awareness of the signs and/or effects of workplace violence and the importance of reporting workplace violence
- Modifications to a facility’s lighting, alarm systems and access

In situations where the hazard cannot be completely eliminated, the district must use control measures to reduce the risk to employees. When implementing methods to prevent workplace violence the following hierarchy of controls shall be followed:

- **Engineering Controls** – Reduce the hazard through a design change. An example of an engineering control would be the installation of a physical barrier to protect employees from a member of the public

(windows, deep counters, etc.). Engineering controls are not always feasible. If engineering controls are not feasible, the employer must then consider other work practice controls.

- **Substitution** – Reduce the hazard by substituting one process or activity with another that has less exposure to potential workplace violence. An example could be to relocate a district service provided at one location (that presents a risk for workplace violence) to another more secure location.
- **Work Practice / Administrative Controls** - Work Practice Controls reduce the hazard by changing organizational policies and procedures. An example of a work practice control would be requiring check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of management. Training is also considered to be an administrative type control.
- **Personal Protective Equipment** - While not typically relevant to many workplace situations, such equipment can include ballistic body armor for law enforcement personnel

REPORTING SYSTEM AND RESPONSIBILITIES

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, visitors and strangers. Employees shall report in writing all workplace violence incidents, including acts of violence, threats of violence, and any other violation of this policy. Employees shall submit the attached *Workplace Violence Incident Report Form* as soon as practicable to their supervisor (or directly to the designated contact person if the incident involves the Supervisor). The supervisor will then submit the form to the designated contact person.

If the case is a privacy concern case, the name of the employee who was the victim of the workplace violence should be removed from the Workplace Violence Incident Report or other documentation and replaced with "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system
- Injury or illness resulting from a sexual assault
- Mental illness
- HIV infection
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

All reports of violence will be handled in a confidential manner as much as possible, with information released only on a need-to-know basis. Management shall be sensitive and responsive to the reporting employees' fear of reprisal.

TRAINING

All employees will participate in the annual Workplace Violence Prevention Training Program. All newly hired employees will be trained on this program as part of their new employee orientation. The training shall review this program and shall cover the following:

- The requirements of the workplace violence regulations and the risk factors that were identified in the risk evaluation and determination
- Measures that employees can take to protect themselves from the identified risks including specific procedures that the district has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and the use of security alarms and other devices
- The location of the written workplace violence prevention program and how to obtain a copy
- Examples of prohibited actions
- How to report workplace violence

PROHIBITED ACTIONS AND SANCTIONS

It is a violation of this program to:

- Engage in workplace violence as defined above
- Engage in intimidation, threats, physical attacks, domestic violence, or property damage in violation of this policy
- Possess, use, or threaten to use a weapon or firearm (Note: Law enforcement officers and VISTA Security are governed by policies and procedures of the Amherst Police Department regarding the possession and use of authorized weapons.)
- Misuse of authority vested to any employee of the district in such a way that violates this policy

A violation of this policy shall be considered unacceptable conduct and subject the violator to disciplinary action, up to and including termination. An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including termination, if it is determined by the district that there exists a rational nexus between the type of violent conduct committed and the potential adverse impact on an employee's ability to perform the assigned duties and responsibilities.

SUPPORT

The district shall make efforts to support and protect victims of workplace violence by offering available security measures and/or reviewing security measures with victims. Victims may request adjustments to their work schedule, location, or working conditions in order to enhance their safety. The district will review such requests as appropriate. The district shall work closely with victims to ensure that both the needs of the victims and the district are addressed.

RETALIATION

The district shall take no retaliatory action against any employee because the employee exercises any right accorded him or her by the New York State Workplace Violence Prevention Regulation. This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy.

CONFIDENTIALITY

Although confidentiality cannot be guaranteed, every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

CONFIDENTIAL INFORMATION

This program does not require the disclosure of information that is otherwise kept confidential for security reasons. This may include information which, if disclosed:

- Would interfere with law enforcement investigations or judicial proceedings
- Would deprive a person of a right to a fair or impartial adjudication
- Would identify a confidential source or disclose confidential information relating to a criminal investigation
- Would reveal criminal investigative techniques or procedures, except for routine techniques and procedures
- Would endanger the life or safety of any person

AUTHORIZED EMPLOYEE REPRESENTATIVES (UNION REPRESENTATIVES)

The authorized employee representatives (Union Representatives) will, at a minimum, be involved in the following:

- Evaluating the physical environment
- Developing the Workplace Violence Prevention Program
- Reviewing workplace violence incidents at least annually to identify trends in the types of incidents reported
- Reviewing the effectiveness of the mitigating actions taken

ANNUAL PROGRAM REVIEW

The district shall review and update this program as necessary on at least an annual basis. Such review and update shall set forth any mitigating steps taken in response to any incident of workplace violence.

EMPLOYEE COMPLAINTS TO THE COMMISSIONER OF LABOR

Employees should be aware that complaint procedures under the workplace violence regulation are different than those under the Public Employee Safety and Health (PESH) Act. Any employee, or his/ her authorized employee representative, who believes that a violation of the employer's workplace violence prevention program exists, or that workplace violence imminent danger exists, shall report such matter

in accordance with the Reporting System and Responsibilities section of this program. The employer shall be afforded a reasonable opportunity to correct such activity, policy, or practice. Written notice to an employer is not required where workplace violence imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting the matter would not result in corrective action. If, after notifying the employer and giving the employer a reasonable opportunity to correct the situation, the employee or the authorized employee representative still believes that a serious violation of a workplace violence prevention program remains or that imminent danger exists, such employee may request an inspection by notifying the Commissioner of Labor at the New York State Department of Labor. Such notice and request shall be in writing, shall set forth with reasonable particularity the ground(s) for the notice and shall be signed by such employee or their authorized employee representative.

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM**

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Instructions

This report will be completed by the Workplace Violence Prevention Coordinator following a report of workplace violence. It will be maintained for use in the annual Workplace Violence Prevention Program review and update.

Information about the Alleged Victim

(The person alleged to have been injured by the workplace violence.)

Name: _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

Job title: _____

Work address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

(Continued)

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)**

Information about the Alleged Perpetrator

(The person alleged to have committed the workplace violence.)

Name: _____

Alleged perpetrator's relationship to the District:

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Employee | <input type="checkbox"/> Job applicant |
| <input type="checkbox"/> Parent/legal guardian | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Contractor/subcontractor/vendor/consultant |
| <input type="checkbox"/> Student teacher | <input type="checkbox"/> Intern | <input type="checkbox"/> Other _____ |

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Alleged perpetrator's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Incident

Date: _____ Time: _____

Location: _____

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

(Continued)

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)**

Describe the nature and extent of any injuries arising from the incident, including the name of the individual(s) injured:

Information about Witnesses

If possible, please list the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

District Response

Detail the actions that the District has taken in response to this incident of workplace violence:

Detail the actions that the District has taken or is considering as a result of the incident to prevent similar occurrences from happening in the future:

Completed by: _____
(name and title)

Completed on: _____
(Date)