

# WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Lake County Office of Education (LCOE)	Robert Young Director of Operations & Emergency Services	ryoung@lakecoe.org 707-262-4140

## Section 1: Policy Statement (Effective Date of Program)

Workplace Violence Prevention Plan (WVPP)

Effective: July 1, 2024

### PURPOSE OF THE WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

California's Senate Bill 553 (SB 553) requires workplaces in the state to implement a comprehensive Workplace Violence Prevention Plan (WVPP). This plan outlines specific actions employers must take, both proactively to prevent violent incidents and effectively respond to them if they occur.

The WVPP establishes a comprehensive framework to proactively prevent and effectively respond to workplace violence. The WVPP is a component of the Injury and Illness Prevention Program, aims to minimize the risk of future occurrences and foster a safer work environment for all.

### GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN

The objective in implementing a Workplace Violence Prevention Plan (WVPP) is to diminish instances of violence across all Lake County Office of Education (LCOE) work sites.

### ESTABLISH A FRAMEWORK

The WVPP framework for protecting employees from workplace violence includes the following components:

- Identification of the person or persons responsible for implementing the program.
- The employer's system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. This must allow employee participation.
- The employer's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.
- An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.
- The employer's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
- The employer's method for investigating employee concerns.
- The employer's method for responding to an actual or potential workplace violence emergency, including the means to alert employees of the emergency and obtain help from staff designated to respond, and evacuation and shelter plans.
- The employer's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.
- The employer's method for post-incident response and investigation.
- A Workplace Violence Prevention Program conforming to the requirements of Section 6401.9.

## DEFINITIONS

Using the definitions of Workplace Violence provided in SB 553, this document and trainings will define violence as:

- Type I. Violence by strangers

Example: Custodian assaulted by stranger while locking facilities.

- Type II. Violence by students or clients

Example: Secretary being assaulted by a student or their parent/caregiver.

- Type III. Violence by current or past coworkers

Example: Employee attacks or threatens another employee.

- Type IV. Violence by an individual in a personal relationship with an employee

Example: Domestic abuse situation where partner comes to worksite to do harm.

Violence encompasses not just actual violent acts but also the expression of threats or intentions to cause harm. Workplace violence involves any form of behavior, whether verbal or physical, occurring in-person or virtually, that induces reasonable fear for one's personal safety or the safety of their immediate family.

The LCOE ensures the following:

- Employees 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 work site is unsafe.
- Employees 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.

## Section II: Responsibility

The WVPP administrator Robert Young, Director of Operations & Emergency Services, has the authority and responsibility for implementing the provisions of this plan for the Lake County Office of Education.

### The Workplace Violence Prevention Plan Committee:

Name:	Robert Young	Title:	Director of Operations & Emergency Services	Phone:	707-262-4140
Name:	Melissa Reese	Title:	Director of Human Resources	Phone:	707-262-4151

## Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

Lake County Office of Education ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

1. Management will work with and allow employees and authorized employee representatives to participate in:
  - a. Management will hold QUARTERLY safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
  - b. Employees are encouraged to participate in designing and implementing training programs.

c. Reporting and investigating workplace violence incidents.

2. Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

3. All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

4. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **Section IV: Coordination with Other Employers**

The Lake County Office of Education will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the Lake County Office of Education will ensure that if its employees experience workplace violence incident that the Lake County Office of Education will record the information in a violent incident log and shall also provide a copy of that log to the other school district.

## **Section V: Compliance**

Departments will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. The Departmental WVPP will be made accessible on departmental intranet to allow further education. Managers and supervisors will enforce the rules fairly and uniformly.

Annual completion of education and training by all employees is required to re-enforce best practices for violence prevention. All workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Failure to comply with the Workplace Violence Prevention Plan (WVPP) and/or the policy prohibiting employee violence in the workplace may result in employee discipline up to and including termination as well as criminal prosecution.

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the Lake County Office of Education's Workplace Violence Prevention Plan (WVPP)
- Effective procedures, including routine site inspections, to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP.

## Section VI: Communication, Reporting Workplace Violence, and Response to Investigation

### Communication

The LCOE recognizes that to maintain a safe, healthy and secure workplace we must communicate to all employees, including managers and supervisors, all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

We will communicate the WORKPLACE VIOLENCE PREVENTION PROGRAM policies and procedures through:

- New employee orientation.
- Periodic review of our WPVPP with all employees (at least annually).
- Training programs designed to address specific aspects of workplace violence prevention and security unique to our location.
- Posting and distributing workplace violence prevention information.
- Reporting workplace violence/security hazards or threats of violence. (Follow the chain of command and talk to your supervisor(s) first, if that isn't possible, call Rob Young at 707-262-4140).
- Effective communication between employees, managers, and supervisors about security and violence concerns, including translation where appropriate.
- Protecting employees who report incidents of workplace violence from retaliation by the person making the threats. Employees who report incidents of workplace violence will be protected from the person making the threats by The Company immediately taking the appropriate actions such as removing the person, making the threats, from the work area until the situation is resolved. For serious threats or acts of violence, Security and/or the local police will be called.
- A system for workers to anonymously inform management about workplace security and violence concerns
- Addressing security issues at our workplace violence prevention/security team meetings. (Note: Security issues will also be discussed at safety/workplace violence/joint Safety Committee meetings). The Safety Committee will recommend solutions to management and the program administrator will implement approved solutions.
- Ensure the WVPP program is posted.

Departments will maintain ongoing open communications with employees about safety concerns and will review the WVPP with employees at least annually. Ongoing communications can be met via regularly scheduled meetings, newsletters, emails, or bulletins. If changes are made in the WVPP after an incident analysis, these updates must be shared with employees in a timely manner.

For supervisors:

Supervisors need familiarity with the incident report (Addendum A) and will be provided with specific departmental training to review the incident report, how to complete it, and the timelines for completion. Supervisors are required to complete the Workplace Violence Report with the affected employee before submitting it to the Director of

Operations for investigation and report completion.

#### WORKPLACE VIOLENCE REPORTING FROM FOR STAFF:

Reporting of incidents of violence is required by all staff. LCOE has created a number of different ways for a staff member to make a report. You can meet with your program administrator, complete the report on the K12 system, you can submit an anonymous report online at <https://forms.gle/m1bJGTSKdwWmFKSw8> or download the report from the LCOE website to complete by hand.

#### WORKPLACE VIOLENCE REPORT FOR ADMIN:

The Workplace Violence Report shall be completed by the individual's immediate supervisor. If the immediate supervisor is not available, the report shall be completed by the next level of management: Director of Human Resources or the Director of Operations & Emergency Services. Prior to proceeding with any formal investigation, the management level supervisor shall report any incidents of threats or acts of physical violence to the Director of Operations & Emergency Services. The Workplace Violence Report should be completed as quickly as possible while the details of the event are still current, ideally within 24 hours. The report is mainly data collection, so creating a culture and environment where an employee is comfortable coming forward to report a violent incident is crucial. If the incident is between an employee and their supervisor, the Director of Human Resources or Director of Operations must complete the report. The report template is Addendum A.

#### VIOLENT INCIDENT INVESTIGATION.

The Director of Operations, or Designee are required to complete the incident investigation in a timely manner, such as within seven (7) calendar days. Addendum B includes the materials, questions, and required analysis. As required by SB 553, completed reports should be made available to the employee (and their bargaining unit) within 15 days from the date of the request.

Procedures for investigating workplace violent incidents may include the following:

- A visit to the incident scene as soon as possible.
- Interviews of threatened or injured workers and witnesses.
- Examination of the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
- Determination of the cause of the violent incident.

#### VIOLENT INCIDENT LOG COMPLETION.

Admin will complete the incident log (Addendum C) with the details required, and forward to the Director of Operations (ryoung@lakecoe.org) after completion of the investigation. Identifying a record number (as shown with an example in addendum C) instead of employee names allows tracking while protecting confidentiality. The log and supporting materials should be audit ready.

## Section VII: Workplace Violence Response Procedures

After a workplace incident, the site administrator, Director of Operations or the Director of Human Resources will implement the following post-incident procedures: Completing Addendum A: Workplace Violence Reporting Form, which will include the following information:

1. Visit the scene of an incident as soon as safe and practicable.
2. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
3. Review security footage of existing security cameras if applicable.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

5. Determine the cause of the incident.
6. Take corrective action to prevent similar incidents from occurring.
7. Record the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
  - a. The date, time, and location of the incident.
  - b. The workplace violence type or types involved in the incident.
  - c. A detailed description of the incident.
  - d. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - e. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - f. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - g. The type of incident, including, but not limited to, whether it involved any of the following:
    - i. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - ii. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - iii. Threat of physical force or threat of the use of a weapon or other object.
    - iv. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - v. Animal attack.
    - vi. Other.
10. Consequences of the incident, including, but not limited to:
  - a. Whether security or law enforcement was contacted and their response.
  - b. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - c. Information about the person completing the log, including their name, job title, and the date completed.
11. Reviewing all previous incidents.

#### EMERGENCY RESPONSE PROCEDURES

The Lake County Office of Education has in place the following specific measures to handle actual or potential workplace violence emergencies:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following method:

- a. All Call phone alert
- b. Hand-held radios at LCOE school sites.
- c. Cell phones & email

The Lake County Office of Education has posted evacuation or sheltering plans. Please refer to the Emergency Quick Flip Chart or Evacuation Map. If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify the WVPP Administrator- Rob Young at 262-4140 or 707-623-3147.

## Section VIII: Identify, Evaluate, and Correct Workplace Violence

### WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Lake County Office of Education to ensure that workplace violence hazards are identified and evaluated:

1. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
  - a. Review all submitted/reported concerns of potential hazards:
    - i. Daily or weekly review of all submitted and reported concerns.
    - ii. Workplace Violence Hazards suggestion box
    - iii. Online form for reporting workplace violence hazards
    - iv. Voicemail/email/text messages

### PERIODIC INSPECTIONS

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted monthly. These inspections are to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Rob Young.....	LCOE Main in Lakeport
Angela DeMaria.....	Hance School
Sunny Dawn.....	Child Development
Angela Cuellar-Marroquin.....	CCPC-QRIS
Becky Walker/Aaron Carter.....	Kelseyville Main- Ed Services
Shane Lee.....	CCS
Ana Santana.....	Healthy Start
Terri Gonsalves.....	Clinical Services Staff

Inspections for workplace violence hazards include assessing:

1. The exterior and interior of the workplace for overall safety.
2. The need for violence surveillance measures, such as mirrors and cameras.
3. Procedures for employee response during a criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Effective location and functioning of emergency buttons and alarms.
6. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
7. Whether employees have access to a telephone with an outside line.
8. Whether employees have effective escape routes from the workplace.
9. Whether employees have a designated safe area where they can go to in an emergency.
10. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
11. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our sites.

12. Employees' skill in safely handling threatening or hostile service recipients (example: Rehabilitation Specialist).
13. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., all call, alarms or panic buttons.
14. The availability of employee escape routes.
15. How well our establishment's management and employees communicate with each other.
16. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
17. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
18. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

#### WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The Lake County Office of Education will implement the following effective procedures to correct workplace violence hazards that are identified:

1. If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
2. All corrective actions taken will be documented and dated on the appropriate forms.
3. Corrective measures for workplace violence hazards will be specific to a given work area:
4. Improve lighting around and at the workplace.
5. Post of signs notifying the public that cameras are monitoring the facility.
6. 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.
7. Install security surveillance cameras in and around the workplace.
8. Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
9. Post emergency telephone numbers for law enforcement, fire, and medical services
10. Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
11. Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
12. Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
13. Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
14. 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.
15. Improve how well our establishment's management and employees communicate with each other.
16. Procedures for reporting suspicious persons, activities, and packages.
17. Provide/review employee, supervisor, and management training on emergency action procedures.
18. Ensure adequate employee escape routes.
19. Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
20. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
21. Establish a policy for prohibited practices, such as bringing weapons to the worksite.



## Section IX: Post Workplace Violence Response and Investigation

After a workplace incident, the site administrator, Director of Operations or the Director of Human Resources will implement the following post-incident procedures: Completing Addendum A: Workplace Violence Reporting Form, which will include the following information:

1. Visit the scene of an incident as soon as safe and practicable.
2. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
3. Review security footage of existing security cameras if applicable.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent similar incidents from occurring.
7. Record the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
  - a. The date, time, and location of the incident.
  - b. The workplace violence type or types involved in the incident.
  - c. A detailed description of the incident.
  - d. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - e. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - f. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - g. The type of incident, including, but not limited to, whether it involved any of the following:
    - i. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - ii. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - iii. Threat of physical force or threat of the use of a weapon or other object.
    - iv. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - v. Animal attack.
    - vi. Other.
10. Consequences of the incident, including, but not limited to:
  - a. Whether security or law enforcement was contacted and their response.
  - b. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - c. Information about the person completing the log, including their name, job title, and the date completed.
11. Reviewing all previous incidents.

## Section X: Periodic Review and Revision of Workplace Violence Prevention Plan

### REVIEW AND REVISION OF THE WVPP

The Lake County Office of Education's WVPP will be reviewed for effectiveness:

1. At least annually.
2. When a deficiency is observed or becomes apparent.
3. After a workplace violence incident.
4. As needed.

Review and revision of the WVPP will include the procedures listed in the STAFF & EMPLOYEE INVOLVEMENT, section 3 of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

1. Review of Lake County Office of Education's WVPP should include, but is not limited to:
  - a. Review of incident investigations and the violent incident log.
  - b. Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
2. Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

## Section XI: Training

Each LCOE employee is required to attend at least an annual workplace violence training.

Training:

LCOE will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan, how to obtain a copy of the plan, and how to participate in the development and implementation of the plan.
2. The definitions and requirement of SB 553
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employee's jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about our WVPP plan.

## Section XII: Recordkeeping

The Lake County Office of Education will:

1. Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.

2. Create and maintain training records for a minimum of one (1) year and include the following:
  - a) Training dates.
  - b) Contents or a summary of the training sessions.
  - c) Names and qualifications of persons conducting the training.
  - d) Names and job titles of all persons attending the training sessions.
3. Maintain violent incident logs for minimum of five (5) years.
4. Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - a) The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
5. All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.



## A- WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED TO IDENTIFY AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to [ryoung@lakecoe.org](mailto:ryoung@lakecoe.org). **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

### Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:



At Workplace, Indoors (Please Include Bldg. Name/Room No.)	At Workplace, Outdoors (Please Specify)	Other Area (Please Explain)
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### Classification of Incident (Select One)

<ul style="list-style-type: none"> <li>Type 1 Committed by a person who has no legitimate purpose at the worksite.</li> </ul>	<ul style="list-style-type: none"> <li>Type 2 Committed by a person who does have a legitimate purpose at the worksite</li> </ul>	<ul style="list-style-type: none"> <li>Type 3 Committed by a present or former employee, supervisor, or manager.</li> </ul>	<ul style="list-style-type: none"> <li>Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.</li> </ul>
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### Classification/Type of Incident Location (Select One)

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

### How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				



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**Initial Response or Follow up Activity: (Check all that apply)**

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Medical notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

**Describe Incident in Detail**

*Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).*



## List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

## Routing

<i>Yes</i>	<i>No</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	Director of Operations		
<input type="checkbox"/>	<input type="checkbox"/>	Human Resources		

**Upon completion of investigation, attach a findings/follow-up document to this form.**



**Addendum B – Violent Incident Investigation**

The Director of Operations, or a LCOE Administration 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 the Director of Operations.

**Incident Analysis To be completed by Director of Operations or a LCOE Administration Designee:**

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 law enforcement 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, the Director of Operations 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 the Director of Operations 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 Notified Y/N
Example: 12.13.24-1-ry	Rob Young	12/13/24	1403	1152 Main St., Lakeport- Server Room	III	Verbal	Y	Y

