WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
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Section 1: Policy Statement (Effective Date of Program)

POLICY
It shall be the policy of the Raisin City Elementary School District to provide all students, employees and members of the public with a safe and healthful work environment. It shall be the policy of RCESD to take appropriate actions to protect, as fully as possible, students, employees, and members of the public from acts of violence, threats, intimidation, and harassment which may occur at workplaces, and during the performance of their duties. The RCESD shall also take action, including involving local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

PURPOSE
The purpose of the Workplace Violence Prevention Plan is to ensure that the Raisin City Elementary School District provides students, employees and members of the public with a place to conduct business free of threats, intimidation, harassment, and acts of violence.

LEGAL AUTHORITY
California Labor Code Section 6400: Requires every employer to furnish a safe and healthful place of employment. Section 6401.7(c)(1) of the Labor Code requires every employer to establish, implement, and maintain an effective workplace violence prevention plan. California Government Code Section 19572: Prohibits workplace violence, discourteous treatment, negligence and/or recklessness, and constitutes cause for discipline. California Penal Code Section 171(b): Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as described in this section. Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison. California Penal Code Section 71: Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employee to refrain from doing any act in the performance of his/her duties.

DEFINITIONS
(1) “Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
(2) “Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
(3) “Log” means the violent incident log required by this section.
(4) “Plan” means the workplace violence prevention plan required by this section.
(5) “Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
(6) (A) “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.
(B) “Workplace violence” includes, but is not limited to, the following:

(i) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
(ii) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
(iii) The following four workplace violence types:
(I) "Type 1 violence," which means 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.
(II) "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
(III) "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
(IV) "Type 4 violence," which means 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.
(C) "Workplace violence" does not include lawful acts of self-defense or defense of others.
(7) "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

This policy was adopted by the Raisin City Elementary School District Governing Board on February 3, 2025.

Section II: Responsibility

RESPONSIBILITY
The District's Principal is the Administrator of the Workplace Violence Prevention Plan. The Administrator shall ensure that every school site and District facility has posted emergency contacts and phone numbers. Principals, Managers, and Supervisors are responsible for ensuring compliance with the provisions of the Workplace Violence Prevention Plan at the locations they oversee. All employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with the State of California's workplace violence policy requirement (Government Code Section 19572). It is the responsibility of every employee to immediately report any and all acts of workplace violence to their Principal, Manager, or Supervisor without fear of reprisal. All reports must be taken seriously.

The Workplace Violence Prevention Plan Committee:

Name:	Jessica Juarez	Title:	Principal	Phone:	559.233.0128
Name:	Marla Enmark	Title:	Assistant Superintendent	Phone:	559.495.7810
Name:	Kim Cooper	Title:	Teacher	Phone:	559.233.0128
Name:	Jessica Ortiz	Title:	Attendance & Data	Phone:	559.233.0128

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

INVOLVEMENT OF STAFF IN PLAN DEVELOPMENT AND IMPLEMENTATION
The Raisin City Elementary School District strives to maintain a workplace free of threats and acts of violence. This is the responsibility of all employees at every level, at every worksite in the District. While it has always been the policy of RCESD to conduct business, provide services and protect its employees and the public by providing a safe and secure work environment, we are now required to demonstrate our commitment to a Workplace Violence Prevention Plan (WVPP) through the development of written policies and procedures.

With the assistance and awareness of all District staff, we can recognize, confront, and deal with inappropriate behavior and eliminate or minimize threatening incidents to maintain a secure, safe and healthy work environment for all of us.

The Administrator of the Workplace Violence Prevention Plan met with representatives of all employee groups, including the certificated and classified bargaining units, on January 23, 2025 to present a draft plan for input and development.

Representatives of all employee groups will be included in the The Workplace Violence Prevention Plan Committee with responsibility to monitor and review Plan implementation.

Section IV: Coordination with Other Employers

N/A

Section V: Compliance

COMPLIANCE
The Raisin City Elementary School District is committed to ensuring that all safety and health policies and procedures involving workplace violence prevention are clearly communicated and understood by all employees. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe, healthy, and secure work environment. Our system of ensuring that all employees comply with 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:
1. Training all staff on the provisions of the District's Workplace Violence Prevention Plan (WVPP) when they are hired and periodically through memos, electronic mail, staff meetings, and training.
2. Evaluating employees to ensure compliance with the Department's WVPP.
3. Recognizing employees who demonstrate work practices that promote the WVPP in the workplace by (example: memos of accommodation from the Superintendent, Principal, or Manager).
4. Providing training and/or employee assistance program services to employees whose compliance is deficient with the WVPP.
5. Disciplining employees for failure to comply with WVPP (based on the District's current negotiated discipline process)
6. Ensuring proper public notice of WVPP.

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

COMMUNICATION
The Raisin City Elementary School District recognizes that to maintain a safe, healthy and secure workplace we must communicate to all employees, including Principals, Managers, and Supervisors, all workplace safety, health and security issues. The District's communication system is 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 WVPP policies and procedures through:
1. New employee orientation.
2. Periodic [designate weekly, monthly, quarterly, yearly] review of our WVPP with all employees.
3. Training programs designed to address specific aspects of workplace violence prevention and security unique to our District and schools.
4. Posting and distributing workplace violence prevention information.
5. Reporting workplace violence/security hazards or threats of violence. (Talk to your supervisors first, if that isn't possible, call your WVPP Administrator.
6. 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 District 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 or sheriffs will be called. Emergency phone numbers are posted at every school and District facility.
7. Addressing security issues at our workplace safety/workplace violence/joint Labor-Management safety committee meetings. The committee will recommend solutions to management. The Crime/Workplace Violence Prevention Administrator will implement approved solutions.
8. Ensuring proper public notice of WVPP.

Incident Reporting Procedures:
1. Call 911 if there is a conflict or emergency situation, or if someone has been seriously injured.
2. Report all threats or acts of workplace violence to your Principal, Manager, or Supervisor. If that's not possible, report incidents to the WVPP Administrator.
3. The Principal, Manager, or Supervisor should complete an Incident Report Form and give it to the Plan Administrator. Forms are available from the school or facility office.

Section VII: Workplace Violence Response Procedures

WORKPLACE VIOLENCE RESPONSE PROCEDURES
The Raisin City Elementary School District takes seriously all reports of workplace violence. The initial verbal report must be followed up with written documentation which should include the following critical information:

- Names of the involved parties (i.e. perpetrator, victim and witnesses),
- Exactly what occurred
- When the incident occurred
- Where the event took place, and
- If known why it happened

Our procedures for responding to incidents of workplace violence, which includes threats and acts of violence, include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing involved employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent similar incidents from occurring.
7. Recording the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. Other: _____

Within 30 days of a reported incident, a follow-up inspection is warranted. Periodic inspections for violence prevention/security hazards consist of identification and evaluation of workplace hazards and changes in business practices, and may require assessing for more than one type of workplace violence. The District/School performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace hazards.

Section VIII: Identify, Evaluate, and Correct Workplace Violence

IDENTIFY, EVALUATE, AND CORRECT WORKPLACE VIOLENCE
Hazards which are perceived to pose a threat to the security of employees shall be corrected based on severity when they are first observed or discovered.

Corrective measures for Type I workplace security hazards can include:
1. Making the workplace unattractive to criminal acts.
2. Utilizing measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Reporting procedures for notifying designated employees of suspicious persons or activities.
4. Posting emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
5. Training on emergency action procedures for employees, supervisors and principals.
6. Using alarm systems and access control systems.
7. Applying Crime Prevention through Environmental Design practices.
8. Other: _____

Corrective measures for Type II workplace security hazards include:
1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring adequate workplace security/access control systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate emergency escape routes.
7. Other:_____

Corrective measures for Type III workplace security hazards include:

1. Communicating effectively our District's workplace violence prevention policy to all employees, supervisors, and managers.
2. Improving how well our establishment's management and employees communicate with each other.
3. Increasing employees, supervisors', and managers' awareness of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by nonemployees, including recently discharged employees or persons with whom one of our employee's is having a dispute.
5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of coworkers.
6. Ensuring 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 aggressor.
7. Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
A. well lighted areas
B. security/controlled access to work area
C. Employees must visibly display employee ID badge at all times while in a Department facility
D. Code word recognized by coworkers to indicate you need help
E. visitor sign-in
F. visitor badges
G. well lighted parking lots and area surrounding the building
H. buddy system for walking to car or locations away from the building
I. security cameras
J. bullet resistant glass
K. mounted area mirrors
L. onsite security guards
M. eliminate hiding places in areas surrounding the building, i.e. overgrown shrubs, dark areas
N. panic buttons
O. locks on restroom doors
P. remove sharp objects from view that could be used as a weapon (offices with public access)
Q. caller ID on phones
R. field staff check in (cell phones)
S. cash locked in vault

Section IX: Post Workplace Violence Response and Investigation

INCIDENT INVESTIGATIONS
The Raisin City Elementary School District takes seriously all reports of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and acts of violence, include:
1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing involved employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent similar incidents from occurring.

7. Recording the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. Other: _____

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

PERIODIC REVIEW
The Raisin City Elementary School District will perform workplace hazard assessment for workplace violence prevention/security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace violence/security hazards and threats of workplace violence are performed by the WVPP Administrator, or designee. Periodic inspections are performed according to the following schedule:
1. No less than once a quarter.
2. When the Workplace Violence Prevention Program is implemented.
3. When new, previously unidentified workplace violence/security hazards are recognized.
4. When occupational injuries or threats of injury occur.
5. Whenever workplace conditions warrant an inspection.

Inspections for Type I workplace security hazards include assessing:
1. The exterior and interior of the workplace for its attractiveness to robbery, active shooter, or other criminal acts.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Procedures for employee response during a criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
6. Building alarm systems.

Inspections for Type II workplace security hazards include assessing:
1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by students or members of the public.
4. Employee’s skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of employee’s posted escape routes.
8. Other: _____

Inspections for Type III workplace security hazards include assessing:
1. How well the Workplace Violence Prevention Policy has been communicated to employees, supervisors, or managers.
2. How well District administrators and staff communicate with each other.
3. Our employees', supervisors' and students' knowledge of the warning signs of potential workplace violence.
4. Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.

5. Frequency and severity of worker reports of incidents of physical or verbal abuse by students, supervisors, or other employees.
6. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
7. Worker progressive disciplinary procedures.
8. Other: _____

Section XI: Training

TRAINING
RCESD has established the following policy with respect to training all employees on workplace security.

All employees, including principals and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program (WVPP) is first established and periodically thereafter. Training shall also be provided to all new employees, to other employees for whom training has not previously been provided and to all employees, supervisors, and principals given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:
1. Specific WVPP and crime prevention training for the Department Crime/Workplace Violence Prevention Coordinator to develop and maintain the workplace violence/crime prevention program.
2. Explanation of the WVPP including measures for reporting any violent acts or threats of violence.
3. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
4. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
5. Ways to defuse hostile or threatening situations.
6. Measures to summon others for assistance.
7. Routes of escape.
8. Notification of law enforcement authorities when a criminal act may have occurred.
9. Emergency medical care to be provided to a victim of any violent act upon a worker;
10. Post-event trauma counseling for those employees desiring such assistance.
11. California Victim Compensation and Government Claims Board.
12. Department of Personnel Administration Rules.
13. Union Contracts.
In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was has not previously been covered in other training.

We have chosen the following checked items for Type I training and instruction for principals, supervisors, and employees:
__ Crime awareness.
__ Location and operation of alarm systems.
__ Communication procedures.
__ Proper work practices for specific workplace activities, occupations, or assignments, such as late night customer service representatives, couriers, or security guards.

__ Other: _____

We have chosen the following checked items for Type II training and instruction for managers, supervisors and employees:
__ 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-employees.
__ Awareness of indicators that lead to violent acts by service recipients.
__ Other: _____

We have chosen the following checked items for Type III training and instruction for managers, supervisors and employees:
__ Pre-employment 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 the workplace violence policy and procedures.
__ Other: _____

Section XII: Recordkeeping

RECORDKEEPING
An effective record keeping system helps in selecting the appropriate level of controls to prevent recurrence and in determining required training. Records should be kept up to date. Pursuant to Title 8 California Code of Regulations, Sections 14300 through 14400, employers are required to record on their OSHA 200 Log all fatalities and illnesses and specified injuries which occur as a result of work related injuries or illnesses including workplace violence: Those injuries which are recordable are those which result in the following:

1. Loss of consciousness;
2. Restriction of work or motion;
3. Transfer to another job or termination of employment; or
4. Medical treatment beyond first aid.

Workplace violence includes assaults that take place on the District's premises and at other locations where employees are engaged in work-related activities or are present as a condition of employment. The following records should be kept in a separate file for Workplace Violence Prevention Incident Reports in accordance with departmental policies:

- Incident Reports - any acts of aggression should be recorded; they may be threatening to the worker, but may not result in injury, (i.e. pushing or shouting). The report should describe who was threatened or assaulted, the type of activity, (i.e. unprovoked sudden attack), and all other circumstances of the incident. The records should include a description of the location/environment, potential or actual costs, lost time, nature of injuries sustained, etc.
- Minutes of safety meetings - should be taken and should contain findings, corrective actions recommended relative to workplace violence, along with department's response and completion dates for action items.
- Employee questionnaires - which should that assess employee views of high risk work areas and activities.

The following records should be maintained.

- Training records - which should include dates that training was conducted, type of training given, employees trained, etc.
- Inspection records - which should include dates of inspection, areas inspected, all findings and recommendations, any control measures implemented, etc.