



WORKPLACE VIOLENCE PREVENTION PLAN

2025-2026

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PROGRAM OBJECTIVES AND POLICY STATEMENT

The San Joaquin County Office of Education (SJCOE) is committed to ensuring the safety and well-being of its employees by providing an environment free of violence or threats of violence and to safeguarding all students, employees, and all other guests entering the SJCOE property.

The SJCOE prohibits and will not tolerate any form of workplace violence by any employee or third party, including employees, vendors, visitors, parents, students, or others, either on any SJCOE property or at any SJCOE-sponsored events.

This Workplace Violence Prevention Plan (“WVPP” or “Plan”) is intended to supplement the SJCOE’s Comprehensive School Safety Plan developed pursuant to Education Code § 32281 and general Injury and Illness Prevention Program (“IIPP”) required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees, authorized employee representatives, and Cal/OSHA at all times.

The SJCOE shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows:

- Establish and maintain an effective WVPP.
- Provide a safe working environment.
- Establish policies, training, and communications to improve workplace violence prevention.
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

The SJCOE hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. The SJCOE is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of the SJCOE employees.

DEFINITIONS

1. **Emergency:** unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.
2. **Engineering controls:** an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
3. **Log:** the violent incident log required by this Plan.
4. **Plan:** this Workplace Violence Prevention Plan.
5. **Threat of violence:** 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. **Workplace violence:** any act of violence or threat of violence that occurs in a place of employment, including, but 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; and (iii) the following four workplace violence types:
 - A. **Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

- B. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- C. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
- D. **Type 4 violence:** workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

- 7. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBLE PERSONS

The WVPP Safety Committee will be accountable for the implementation and maintenance of this program. All Managers, supervisors, and lead workers are responsible for implementing and maintaining the Plan in their areas of responsibility and will provide day-to-day program support, guidance, and training to the individual employees on the SJCOE’s WVPP.

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Chief Human Resources Officer	Anthony Chapman	Oversight and implementation of the plan.	achapman@sjcoe.net (209) 468-4820
Division Director	Aggie Christensen	Human Resources Oversight	achristensen@sjcoe.net (209) 468-9039
Compliance Coordinator	Brandie Moore	Compliance	bmoore@sjcoe.net (209) 468-9243
Coordinator	Jess Metcalf	Complaints, Investigations, and Compliance	jmetcalf@sjcoe.net (209) 292-2877
Coordinator	Deidra Brauns	Facilities Management	dbrauns@sjcoe.net (209) 313-2379
Coordinator	Jenny Rich	Emergency Preparedness	jerich@sjcoe.net (209) 313-2378

A. EMPLOYEE ACTIVE INVOLVEMENT - GENERAL

1. Designated Role

The WVPP Safety Committee shall obtain the active involvement of employees in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and reviewing the Plan. The WVPP Safety Committee may carry out its responsibilities by the methods listed below:

2. Committee or Task Force

The SJCOE shall maintain a Safety Committee. This committee shall be under the direction of the WVPP Safety Committee. The committee should operate with close contact and communication with the division heads, program coordinators, administration, department managers, and supervisors.

METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

1. Conducting Safety Committee meetings.
2. Maintaining forms where employees can provide suggestions, feedback, or concerns regarding the Plan and/or violence at the SJCOE.
3. Preparing written records of workplace violence issues discussed at committee meetings, making copies of the records available to all affected employees, and maintaining the records on file.
4. Communicating safety and health issues to each department, coordinating training, or other special safety programs.

COORDINATION

The SJCOE shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) provided services to the SJCOE on the SJCOE’s property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents

involving any employee are reported, investigated, and recorded in the Violence Incident Log. At a multiemployer worksite, the SJCOE shall ensure that if its employees experience a workplace violence incident, the SJCOE shall record the information in its Violent Incident Log and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

COMMUNICATION

The SJCOE recognizes that to maintain a safe, healthy, and secure workplace, it must have open, two-way communication between all employees, including teachers, managers, supervisors, and other employers on all workplace safety, health, and security issues. The SJCOE's communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees, and other employers regarding any suggestions, concerns, or information relating to health, safety, or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

All employees may communicate suggestions, concerns, or information regarding workplace violence either directly to their supervisor or manager or in accordance with the "Reports of Workplace Violence" and/or "Law Enforcement" sections of this Plan.

No employee will be subject to any discipline, retaliation, or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.

The SJCOE's communication procedures may include the following items:

1. How an employee can report a violent incident, threat, or other workplace violence concern to the SJCOE or law enforcement without fear of reprisal. Please see the "Reports of Workplace Violence" section of this Plan.
2. How employee concerns will be investigated in a timely manner and how employees will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the "Hazard Identification, Evaluation and Correction," and "Investigation and Post Incident Response" sections of this Plan.

3. Maintaining forms where employees can provide suggestions, feedback, or concerns regarding the Plan and/or violence at the SJCOE.
4. New employee orientation on workplace security policies, procedures, and work practices, including the Plan.
5. Training and re-training programs, as provided in the Plan.
6. Conducting Safety Committee meetings that address security issues and potential workplace violence hazards.
7. Communicating safety and health issues to each site.

REPORTS OF WORKPLACE VIOLENCE

The SJCOE requires all employees to report workplace violence (including threats of violence), as described below. The SJCOE requires completion of a Violent Incident Report Form when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

1. To the employee's immediate supervisor or manager.
2. To the SJCOE Securitas security.
3. To the Chief Human Resources Officer.
4. Using a form where employees can report workplace violence, threats, or concerns.
5. To law enforcement, as appropriate.

Any person receiving a report of workplace violence shall forward it to the WVPP Safety Committee.

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020

(Employer’s Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers’ Compensation Form DWC-1 (Workers’ Compensation Claim Form), then no Violent Incident Report Form is required.

Employees may also report incidents of workplace violence to law enforcement, as appropriate.

Emergency Situations

During any emergency situation, any SJCOE personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

Non-Emergency Situations

CONTACT	NUMBER	CONTACT	NUMBER
Escalon Police Department	(209) 838-7093	Ripon Police Department	(209) 559-2102
Lathrop Police Department	(209)858-5551	San Joaquin County Sheriff’s Office	(209) 468-4400
Lodi Police Department	(209) 333-6728	Securitas Security	(209) 992-2505
Manteca Police Department	(209) 239-8401	Stockton Police Department	(209) 937-8377
Mountain House Non-emergency	(209) 468-4400	Tracy Police Department	(209) 831-6550

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Chief Human Resources Officer.

RESPONSE TO WORKPLACE VIOLENCE

In addition to the other provisions of this Plan, the SJCOE shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

A. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

1. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies include the following:
 - A. Sirens
 - B. Lights
 - C. Intercom alerts
 - D. Text message/email alerts
 - E. Announcement
 - F. Edulink messaging system

COMPLIANCE

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, including this Plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, IIPP, the SJCOE's Comprehensive School Site Safety Plan, or any other applicable SJCOE directives, policies, or procedures is grounds for discipline, up to and including termination. Managers and supervisors will enforce this Plan fairly and uniformly.

1. Making this Plan available to employees. When an employee requests a copy of this Plan, the SJCOE shall provide the requester with a copy of the Plan.
2. Recognizing employees who follow safe and healthful work practices which promote security in the workplace.

3. Training programs as provided in the Plan, as well as any necessary re-training, including re-training for any employee whose safety performance is deficient.
4. Disciplining employees for failure to comply with this Plan, the SJCOE's IIPP, the SJCOE's Comprehensive School Site Safety Plan, and/or workplace security practices:
5. Periodic inspections of the school site in accordance with the "Hazard Identification, Evaluation and Correction" section of this Plan.

TRAINING

The SJCOE shall obtain the active involvement of employees in designing and implementing all required training under this Plan. The SJCOE may obtain this involvement by the following methods:

General Workplace Security Training – New Hire and Annually

The SJCOE shall provide training:

1. When this Plan is first established, to all new employees and to all employees annually.
2. To other employees for whom training has not previously been provided, and to all employees, supervisors, and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided.
3. Whenever the SJCOE is made aware of new or previously unrecognized hazards.
4. For supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Additional Training – As Needed

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

HAZARD IDENTIFICATION, EVALUATION, AND CORRECTION

A. HAZARD IDENTIFICATION AND EVALUATION

The SJCOE shall conduct inspections for workplace violence hazards on a periodic basis. Hazards identified during the inspections must be documented.

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.
2. When the SJCOE is made aware of new or previously unrecognized workplace violence hazards.
3. Whenever there is a report of workplace violence.
4. Annually.

Periodic inspections may include the following:

1. Review all workplace violence incidents within the previous year, regardless of whether an injury occurred.
2. Review all reported workplace violence concerns, including those communicated to the SJCOE in accordance with the “Communications” and “Reports of Workplace Violence” section of this Plan.
3. Identify and evaluate environmental risk factors for workplace violence, including surrounding areas, such as employee parking areas and other outdoor areas.

B. HAZARD CORRECTION

The SJCOE shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard.

1. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
2. Providing functioning systems, such as door locks, violence windows, physical barriers, emergency alarms, and other restraint systems.
3. Maintaining sufficient staffing, including security personnel, who can maintain order in the facility and respond to workplace violence incidents in a timely manner.
4. Providing training and re-training, including as provided in the "Training" section of this Plan, including the SJCOE's emergency action procedures/reporting workplace violence concerns and incidents/awareness of the warning signs of potential workplace violence/handling threatening or hostile situations that may lead to violent acts.
5. Ensuring all employees report workplace violence concerns and incidents, including suspicious persons, activities, and packages, in accordance with the "Communications" and Reports of Workplace Violence" sections of this Plan.
6. Ensuring communication in accordance with the "Communications" section of this Plan.
7. Ensuring an appropriate response to workplace violence concerns and incidents, and other issues such as verbal abuse or property damage are reported to the appropriate supervisor or manager and resolved in accordance with this Plan and the SJCOE policy.

INVESTIGATIONS AND POST-INCIDENT RESPONSE

The SJCOE must investigate workplace violence, concerns of workplace violence, and injuries from workplace violence, regardless of how they are reported or how the SJCOE becomes aware of them. In addition to the procedures discussed above in the "Communication" and "Hazard Identification, Evaluation and Correction" sections of

this Plan, the SJCOE shall promptly investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence.

Investigative reports prepared in accordance with this Plan shall not contain information, such as a 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, reveals the person's identity.

In the event an employee is injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). Please also refer to the "Reports of Workplace Violence" section of this Plan. Should an injury qualify as a "serious" injury as defined by Title 8 CCR Section 330, the SJCOE must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

When an employee reports workplace violence or a concern of workplace violence or when the SJCOE otherwise becomes aware of a concern of possible or actual workplace violence, the SJCOE shall conduct an investigation and respond to the workplace violence. The WVPP Safety Committee or other designated person shall conduct the investigation.

The SJCOE offers a variety of support and resources for employees affected by workplace violence, including the Employee Assistance Program/counseling services as described in SJCOE's benefits package.

Procedures for investigating workplace violence incidents may include:

1. Informing employees how concerns will be investigated and how the employees will be informed as to the results of the investigations and any corrective action, in accordance with the "Communications" and "Hazard Identification, Evaluation and Correction" sections of this Plan.

The SJCOE may investigate and communicate with employees regarding their concerns using the following:

1. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.

2. Providing the employee with a copy of any completed workplace violence investigation conducted pursuant to this Plan relevant to the employee's concern and the records of any corrective action taken. No personally identifying information of any other employee which is the subject of the investigation will be provided to employee(s) not involved in the incident.
3. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.

PLAN REVIEW

The SJCOE shall review the Plan at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed at any other time.

Review and any revision, as needed, of the Plan shall consist, at a minimum, of the following:

1. The Plan itself and the effectiveness of the Plan.
2. Procedures used to obtain the active involvement of employees in developing, implementing and reviewing the plan, as discussed in "Responsible Persons – Employee Involvement."
3. Violent Incident Log.

The SJCOE shall conduct the review required by this section by the following methods:

1. The WVPP Safety Committee will attend staff meetings throughout the SJCOE to obtain employee input.
2. Conducting periodic Safety Committee meetings.
3. Maintaining forms where employees can provide suggestions, feedback, or concerns regarding the Plan and/or violence at the SJCOE.

RECORDS

The SJCOE shall keep and maintain records as required by this Plan.

The SJCOE shall create training records, which shall include training dates, contents, or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions, and maintain training records for a minimum of **one year**:

1. Employee Training Log.
2. Training Attendance Log.

The SJCOE shall create and maintain the following records for a minimum of **five years**:

1. Hazard Identification, Evaluation, and Correction.
2. Violent Incident Log.
3. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain "medical information" as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees, upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation and correction; (2) Training records showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions; and (3) the Violent Incident Log. Any employee personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.

ATTACHMENTS

[Link: Violent Incident Report](#)

[Link: Employee Recommendations/ Feedback form](#)

[Link: Workplace Violence Prevention Place Employee Training](#)

[Link: WPVP How to Report a Workplace Violence Concern](#)