

**County of Monterey
Board Policy Manual**

Policy Name Workplace Violence Prevention Policy & Plan	Policy Number P-280	Page 1 of 18
Policy Category Personnel		

- I. Purpose**
 - a. See attached.

- II. Background**
 - a. See attached.

- III. Policy**
 - a. See attached.

- IV. Procedure**
 - a. See attached.

- V. Review Date**
 - a. This Policy will be reviewed for continuance by September 10, 2029.

- VI. Board Action**
 - a. Legistar File Number: RES 24-158, September 10, 2024.

COUNTY OF MONTEREY



Workplace Violence Prevention Policy & Plan

Department: _____

Location: _____

Policy Revision Updated: 07/01/2024

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I. INTRODUCTION

PURPOSE

The County of Monterey is committed to providing a safe and healthy environment for all employees. The County of Monterey will not tolerate any form of violence in the workplace and will take all necessary steps to address any reported concerns. In accordance with California Senate Bill No. 553 (2023), the County of Monterey’s Workplace Violence Prevention Policy & Plan will take effect July 1, 2024.

The County of Monterey Workplace Violence Prevention Policy & Plan (WVPPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code section 6401.9 and as defined within this policy and plan.

Date of last DEPARTMENT review: _____

Date of last DEPARTMENT revision: _____

SCOPE

This WVPPP applies to all County of Monterey employees, volunteers, unpaid interns, and officials, and shall be in effect at all times and in all work areas while conducting County business unless otherwise exempt. Per Labor Code section 6401.9(b)(2), the following employees and places of employment are exempt from this WVPPP:

- Health care facilities, service categories, and operations covered by Section 3342 of Title 8 of the California Code of Regulations.
- Employers that comply with Section 3342 of Title 8 of the California Code of Regulations.
- Facilities operated by the Department of Corrections and Rehabilitation, if the facilities are in compliance with Section 3203 of Title 8 of the California Code of Regulations.
- Law enforcement agencies that are a “department or participating department,” as defined in Section 1001 of Title 11 of the California Code of Regulations and that have received confirmation of compliance with the Commission on Peace Officer Standards and Training (POST) Program from the POST Executive Director in accordance with Section 1010 of Title 11 of the California Code of Regulations.
 - However, such agencies shall be exempt pursuant to this subparagraph only if all facilities operated by the agency are in compliance with Section 3203 of Title 8 of the California Code of Regulations.
- Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.

Although some employees and places of employment are exempt from this WVPPP, each department is responsible for implementing protective measures in compliance with applicable laws and regulations.

POLICY STATEMENT

This document serves as both a policy and plan. It is the policy of the County of Monterey to provide a safe and secure working environment reasonably free from fear of violence, aggression, intimidation, harassment, or retaliation for all employees. Acts or threats of violence against the life, health or wellbeing of employees or members of their family or their property either in the workplace or in connection with that employee's conduct of County business will not be tolerated. Any such acts by County employees towards others constitute grounds for disciplinary action up to and including termination from County employment and may result in criminal prosecution. A threat may, in and of itself, constitute grounds for discipline regardless of whether the perpetrator intended to carry out the threat.

This WVPPP will address the hazards known to be associated with the four major types of workplace violence as outlined in Labor Code section 6401.9:

- **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.
- **Type 2 violence** which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** which means workplace violence against an employee by a present or former employee, supervisor, or manager.
- **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.

Response to Immediate Threat or Danger: This Policy does not require or encourage employees to intervene in a violent situation or to place themselves in danger.

- In the event of an immediate threat or violent act contact law enforcement by **dialing 911**.
- All people, whether employed by the County or not, should be evacuated from the area, if it is warranted and can be done safely.

II. DEFINITIONS

Log: The violent incident log as defined and required by Labor Code section 6401.9.

Physical Violence: Unwelcome physical contact between two parties. Physical violence includes assaults, sexual assaults or property damage deliberately caused.

Threat of Violence: Any verbal or written statement, direct or indirect, 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.

Verbal Violence: Threats, verbal abuse, or harassment involving language designed to threaten, intimidate, or do harm.

Violent Acts:

- Striking, punching, slapping, spitting, or otherwise assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexual or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession of firearm, replica firearm, explosive device, or incendiary device on County property, in County vehicles, in other County equipment or while engaged in activities for the County in other locations, unless such possession or use is a requirement of the job or otherwise legally permitted or authorized.
- Use or threat of use, of any object intended as a weapon of aggression (i.e., as opposed to justifiable self-defense), while engaged in County business at any location, or on County property, including parking lots, other exterior premises, or while in or using county vehicles.
- Gestures or body language of a violent or threatening nature.

Weapons: Are defined as firearms, chemical sprays, clubs or batons, and knives, and includes any device, tool, chemical agent, or other implement capable of bodily harm if it is used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Workplace: Any location where County business is conducted by County employees including vehicles and parking lots.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment, excluding lawful acts of self-defense or defense of others.

Written Violence: Written threats including letters, notes, texting, e-mail, blogging, plans, or drawings describing, detailing, warning, or delivering threats.

III. PROHIBITED ACTS AND BEHAVIOR

Employees of the County of Monterey shall not engage in, encourage, or promote acts of harassment, intimidation, violence, threats, coercion, and abusive and/or assaultive behavior toward an employee, a member of an employee’s family, or other persons, in connection with that employee’s County employment; or intentionally damage property owned, operated, or leased by the County.

Weapons: Employees are prohibited from carrying weapons while engaged in County business unless carrying a weapon is required by the job classification of the employee, and there are specific policies and procedures which govern the use and/or display of the weapon.

IV. ROLES AND RESPONSIBILITY

While each role described below has certain responsibilities, it is up to each employee to help make the workplace a safe environment for all. The expectation is that each employee will treat all other employees, as well as customers, vendors, and contractors with respect and dignity.

Department Heads:

- Establish, implement, and maintain, always in all work areas, an effective workplace violence prevention plan.
- Report threats or acts of workplace violence immediately to Department HR Professional.
- Provide support to personnel tasked with the assessment and evaluation of the threat of violence incident.
- Document pertinent information relative to incidents.
- Complete the County Workplace Violence training as required.
- Ensure that the appropriate staff members receive the necessary training to identify probable threats of workplace violence.
- Ensure that appropriate action is taken relative to the incident. Examples are disciplinary action, counseling, trauma intervention, medical referral, EAP referral, etc.
- Ensure that all members of the department are aware of this process and understand the importance of timely reporting.
- Distribute and make accessible the WVPPP to employees and management at all levels within the department.

Managers and Supervisors: Managers and Supervisors share the responsibility for implementing the provisions of this policy and plan, enforcing the rules fairly and uniformly, for the County of Monterey:

- Complete the County Workplace Violence training as required.
- Ensure effective training is provided to employees on the workplace violence prevention policy and plan as required.
- Implement and ensure procedures to clearly communicate with employees, regarding workplace violence matters including, but not limited to:
 - How an employee can report a violent incident, threat or other workplace violence concern to the department or law enforcement without fear of reprisal.
 - How employee concerns will be investigated as part of the department's responsibility.
 - How employees will be informed of the results of the investigation and any corrective actions to be taken.

- Encourage employees who show signs of stress or evidence of domestic violence to seek assistance from law enforcement or the Employee Assistance Program.
- Assure incidents are reported and investigated in a timely manner, reporting threats or acts of violence immediately to the Department Head and Department HR Professional.
- Ensure incident records and follow-up actions are completed, documented and maintained, and information is recorded in a violent incident log by the Department HR Professional for every workplace violence incident, as specified.
- Collaborate, cooperate, and take necessary actions in the investigation of all acts of violence, threats, and similar disruptive behaviors with all relevant parties.

Employees:

- All employees will follow all WVPPP directives, policies, and procedures, and assist in maintaining a safe work environment.
- Report actual or potential workplace violence immediately.
- Complete the County Workplace Violence training as required.
- Review and acknowledge the policy and ensure full compliance by refraining from behaviors that are in violation, prohibiting threats or acts of violence in the workplace.
- Cooperate fully in investigations/assessments of allegations of workplace violence.
- Request information from their Department HR Professional or Supervisor. If the employee’s HR Professional or Supervisor are not readily available, the employee can request information from any supervisor, member of management, Department Head, and/or Risk Management to clarify any points of misunderstanding.
- Become familiar with the services offered by the Employee Assistance Program.
- Offer assistance to the department in conducting necessary assessments and evaluations related to workplace violence threats.

Department WVPPP Contact(s): The administrator of the WVPPP has the authority and responsibility for implementing the provisions of this policy and plan for the department. If there are multiple persons responsible for the policy and plan, including multiple department locations, their roles should be clearly described below.

Responsible Person(s)	Job Title/Position	WVPPP Responsibilities	Phone #	Email
Kimberly Moore	Asst. Director of HR	Plan Administrator	(831) 755-5353	moorek@countyofmonterey.gov
David Bolton	Risk Manager	Plan Administrator	(831) 796-3006	boltondj@countyofmonterey.gov
Andrew Miller	Safety Officer	Audits and revises plan documents and training annually.	(831) 755-5448	millera@countyofmonterey.gov
		WVPPP Department Coordinator		

V. PREVENTING WORKPLACE VIOLENCE

The most important component of an effective workplace violence program is the strategy regarding prevention. Becoming familiar with the County's policy and plan is critical to preventing workplace violence. Below are methods that each department should take in preventing workplace violence.

Work Environment: Departments should maintain an environment which minimizes isolation, resentment, and hostility among employees. There are several steps that department management can take to help create a professional, healthy, and caring work environment. These include, but are not necessarily limited to:

- Promoting open communication among management and employees.
- Fostering a family-friendly work environment.
- Maintaining mechanisms for complaints and concerns without fear of retaliation.
- Maintaining impartial and consistent discipline for employees who exhibit improper conduct and poor performance.

Communication with Employees: Open, two-way communication between management, supervision, employees, and other employers, about workplace violence issues is essential to a safe and productive workplace. County departments utilize the following communication system to facilitate a continuous flow of workplace violence prevention information. These include, but are not necessarily limited to:

- Effective training on the WVPPP as required.
- Effective communication between employees and supervisors about workplace violence prevention and concerns, to include investigation of hazards and corrective measures.
- Posted or distributed workplace violence prevention information.

Emergency Response Procedures: Each department shall have an Emergency Action Plan (EAP) in place covering those designated actions taken to ensure employee safety from emergencies. Each EAP should include the following elements:

- Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Procedures to be followed by employees performing rescue or medical duties;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

In the event of an emergency, including a workplace violence emergency, employees should follow their department worksite EAP.

Security: The County uses a variety of security measures to help ensure safety. The measures used depend on the resources available in the area. These may include:

- Employee photo identification badges with access limited to each employee’s workplace.
- The deactivation of badges after termination or suspension.
- On-site security guard services.
- Other appropriate security measures such as protective glass, metal detectors, etc.
- If necessary, additional law enforcement assistance is available through local police departments for emergency situations by dialing 911.

Employees should notify their supervisor or an on-site security guard of suspicious or unauthorized individuals on County property. Locations that are monitored by security, provide security contact information below:

Building Security	
Is security provided at this location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Building Security contact # is:	

For additional information on site-specific security availability, employees should refer to the department EAP or contact a supervisor.

Training: Each department must provide effective training appropriate in content and vocabulary to the educational level, literacy, and language of its employees. Training must be completed when the WVPPP is first established and annually thereafter, covering the following:

- The departments WVPPP, how to obtain a copy, and how to participate in development and implementation of the plan.
- The definitions and requirements of this policy and plan.
- How to report workplace violence incidents or concerns to the department or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees’ jobs, the corrective measures the department has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records.
- An opportunity for interactive questions and answers with a person knowledgeable about the department’s plan.

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

Hazard Assessment: The County will perform workplace violence hazard assessments and periodic inspections, documenting each on **Appendix A – Workplace Violence Hazard Assessment Form**. The County Safety Officer or other designated representatives may provide assistance with the assessments. A workplace violence hazard assessment shall be conducted by department supervision or management according to the following:

- When the WVPPP is initially established and annually thereafter.
- When new or previously unidentified workplace violence hazards are recognized.
- Following any workplace violence incident.

In addition, departments will review all submitted/reported concerns of potential hazards, performing a hazard assessment as applicable.

Hazard Correction: Workplace violence hazards will be evaluated and corrected in a timely manner. Each department will implement the following effective procedures to correct workplace violence hazards that are identified:

- Identify steps for hazard correction.
- All corrective actions taken will be documented and dated within the HR Tracker system.
- Corrective measures for workplace violence hazards will be specific to a given work area. Some examples of corrective measures include, but are not limited to:
 - Make the workplace unattractive to theft.
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises.
 - Utilize surveillance measures, such as cameras and mirrors, posting signage.
 - Hire security guards and initiate patrols at the workplace, interior and perimeter, and parking lot(s).

For additional guidance in examples of corrective measures, reference **Appendix A – Workplace Violence Hazard Assessment Form** or consult with Risk Management.

Pepper Spray: On a case-by-case basis, the appointing authority, or their designee, may authorize the possession of pepper spray for an employee or workgroup, following a recommendation from the respective Department Director which includes a justification that identifies why such authorization is appropriate. Employees authorized to use pepper spray must participate in annual approved carry and use training authorized by the County Safety Officer or Monterey County Sheriff’s Office. Use of pepper spray, by authorized employees, is only permitted for self-defense when consistent with the provided training.

VI. INCIDENT REPORTING REQUIREMENTS

Any employee who believes he or she has been a subject of workplace violence or threat of violence or is a witness of such act shall report the alleged incident immediately to their

Department HR Professional and Supervisor. If the employee's HR Professional or Supervisor is not readily available, the employee should report the incident to any supervisor, member of Management, Department Head, and/or Risk Management. An employee may also report the incident to the appropriate law enforcement agency.

Supervision or management who receive employee reports or have knowledge of workplace violence situations shall complete the **Appendix B – Workplace Violence Incident Report** and inform the Department Head, Risk Management, and Department HR Professional as soon as possible.

- When necessary, appropriate law enforcement agency shall be notified of the incident.

Reporting Confidentiality: Information about a workplace violence incident will remain confidential and will be disclosed on a need-to-know basis, or as required by law. No one who initiates a good faith complaint, concern or reports an incident under this policy and plan will be subject to retaliation.

Failure to report a workplace violence incident may subject employees to appropriate disciplinary action, up to and including termination.

Regulatory Reporting Responsibilities: Supervisors and management should immediately notify (as soon as possible) the Department Head, Risk Management, and Department HR Professional of serious injury or illness (as defined by California Code of Regulation (CCR), Title 8, Section 330(h)), of an employee occurring in the workplace or in connection with employment. Risk Management will provide guidance on filing an immediate report to Cal/OSHA per the requirements of CCR, Title 8, Section 342(a).

VII. POST INCIDENT RESPONSE AND INVESTIGATION

Workplace violence incidents involving employees must be investigated to determine if steps can be implemented to prevent like incidents from recurring and/or to gather information for possible criminal/civil action.

The Department HR Professional shall investigate the incident immediately of having received the report utilizing the **Appendix C – Workplace Violence Incident Investigation Form**. After a workplace incident, the WVPPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel, obtaining witness statements and any reports completed by law enforcement.
- Review security footage of existing security cameras, if applicable.

- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring, recording the findings.
- Ensure completion of the violent incident log entry for every workplace violence incident
- Review all previous incidents.

Post Incident Corrective Actions: Upon completion of an investigation, an appropriate response shall be prepared and documented.

- If employee misconduct or policy violations are proven, the County may impose disciplinary action, up to and including termination.
- If the risk or threat came from a member of the public, the department should at a minimum:
 - Evaluate security measures and/or institute new procedures for dealing with the specific public person.
 - Report the incident to appropriate law enforcement authorities.
- For additional guidance on corrective action measures, the department should reference the **Appendix A – Workplace Violence Hazard Assessment Form** or consult with Risk Management.

Employee Assistance Program: The County Employee Assistance Program is a benefit provided to County employees that is free, confidential, and available 24/7. Support and resources are available for employees affected by workplace violence, to include counseling sessions with a certified therapist at no cost. For information on the Employee Assistance Program, employees can contact their Department HR Professional or visit the Human Resources Department webpage.

Workers’ Compensation: If an employee is injured due to a workplace violence incident, they will be provided information on filing a workers’ compensation claim. For additional information on workers’ compensation benefits and how to file a claim, employees should contact their Department HR Professional or Risk Management.

VIII. VIOLENT INCIDENT LOG

Each department’s authorized HR Professional will be responsible for recording information in the County violent incident log, housed under the HR Tracker system, for every workplace violence incident reported.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced the workplace violence, on witness statements, and on investigation findings. Information recorded in the log shall include the following:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- 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.
- 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.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.

The department shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as 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, reveals the person's identity.

Log Review: The violent incident log shall be reviewed annually by the Human Resources Department or during the periodic reviews of the WVPPP and documented on **Appendix A – Workplace Violence Hazard Assessment Form**.

IX. EMPLOYEE ACTIVE INVOLVEMENT

Departments shall maintain active involvement with employees and authorized employee

representatives in development, implementation, and review of the WVPPP. Department management should work with and allow employees and authorized employee representatives to participate in:

- Identifying and evaluating workplace violence hazards and determining corrective measures.
- Designing and implementing training.
- Reporting and investigating workplace violence incidents.
- Review of the plan when initially established and annually thereafter, when a new or previously unidentified workplace violence hazard is recognized and following any workplace violence incident.

All employees are encouraged to take an active role in creating a safe work environment. Any questions or comments regarding participation should be directed to the Human Resources Department or Risk Management.

COORDINATION WITH OTHER EMPLOYERS

Each department will implement effective procedures to coordinate implementation of this policy and plan with other employers (vendors, contractors) to ensure that those employers and employees understand their respective roles, as provided in the WVPPP:

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

X. EMPLOYEE COMPLIANCE

Each department must put a system in place 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, encourage, or promote acts of harassment, intimidation, violence, threats, coercion, and abusive and/or assaultive behavior which create a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of the WVPPP
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPPP, utilizing the tools outlined within this policy and plan, including hazard assessments, proper reporting, and annual reviews.
- Provide retraining to employees whose safety performance is deficient with the WVPPP.
- Address employee non-compliance of the WVPPP, as appropriate.

- Discipline employees for failure to comply with the WVPPP. If the Department determines that workplace violence has occurred, the Department will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, and reassignment of responsibilities, suspension, termination, or the Department may request that the employee participate in counseling. If the violent behavior is that of a non-employee, the Department will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

DISCIPLINARY PROCEDURES

Employees found to be in violation of this Policy will be subject to disciplinary action, up to and including termination of employment. An employee convicted of a violent crime, or engaging in off-duty behavior which violates this policy, may be subject to disciplinary action, if, during the crime or behavior, the employee represented their self as a County employee.

Appropriate actions may include:

- Immediately placing an employee on administrative leave, and having the employee leave the premises, pending investigation; and/or,
- Asking any threatening or potentially violent person to leave the site; and/or,
- Immediately contacting an appropriate law enforcement agency, if necessary, to assure safety is maintained and removal of the offender from the work site, and to determine if a violation of the law has occurred.

XI. RECORDKEEPING

Departments will maintain the following records:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of **five (5) years**.
- Create and maintain training records for a minimum of **one (1) year** and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of **five (5) years**.
- Maintain records of workplace violence incident investigations for a minimum of **five (5) years**.
 - The records shall not contain medical information per Civil Code section 56.05(j).

Access to Records: The following records shall be made available to employees and their

representatives, upon request for examination and copying within **15 calendar days** of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records
- Violent incident log

Employees and authorized employee representatives that wish to request access to records should make a request to the Human Resources Department.

Access and distribution of personally identifiable information contained in the above described records will be restricted to the fullest extent allowed by law.

EMPLOYEE ACCESS TO THE WVPPP

Each department ensures that this policy and plan is in writing, available and easily accessible to employees and authorized employee representatives, at all times. This will be accomplished by:

- All County employees will have access to the policy and plan document through the County Safety Webpage.
- Employees and authorized employee representatives may request a copy of their department's policy and plan document from their supervisor or Department HR Professional.

XII. TEMPORARY RESTRAINING ORDER

If an employee has a restraining order against another employee or is a protected person or restrained person as a result of a restraining order that involves the County workplace, the employee must report it to their supervisor who shall notify Risk Management and the Department Director or designee. Copies of the restraining order should be retained by the employee to assist the Police Department in the event a violation occurs in the workplace or at a worksite.

The County Counsel's Office will assist departments, when circumstances warrant, in obtaining a Temporary Restraining Order (TRO) for a County employee who has suffered unlawful violence, or a credible threat of violence from any individual in connection with the workplace.

XIII. REVIEW AND REVISION OF THE WVPPP

Each department will be responsible for completing a review and revision (when applicable) of their policy and plan for effectiveness. Each review will be documented using **Appendix A – Workplace Violence Hazard Assessment Form**. Last review and revision dates will be updated within this policy and plan.

Review and revision will be completed with the active involvement of employees and authorized employee representatives, reviewing the policy and plan's effectiveness, including but not limited to:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

Note: These revisions may involve changes to procedures, updates to contact information, and additions to training materials.

Review and revision will be completed:

- At least annually
- When new or previously unidentified workplace violence hazards are recognized.
- Following any workplace violence incident.

XIV. AUTHORIZATION

I hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention policy and plan and the documents/forms within this written plan.

Person Authorizing:

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Employee Training

Discussed	Topic
<input type="checkbox"/>	The job-specific workplace violence hazards, controls, and corrective actions identified on Page 1
<input type="checkbox"/>	How to seek help during a violent incident or threat
<input type="checkbox"/>	How to call security or law enforcement
<input type="checkbox"/>	Alerts and alarms that will notify employees of workplace violence incidents
<input type="checkbox"/>	Good housekeeping of workspaces – Closing doors, securing loose items, furniture, etc.
<input type="checkbox"/>	Secured areas in the workplace to seek shelters during an emergency or active threat
<input type="checkbox"/>	Emergency Response Plan for the facility (e.g., where it can be found, emergency policies, evacuation routes, and maps)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
Employee feedback on the information covered:	

Routing:

- Department Manager/Supervisor
- Department HR Professional
- Risk Management



Appendix B – Workplace Violence Incident Report

Instructions

Upon receiving a report of workplace violence, the supervisor must complete this form with as much detail as possible to support an investigation, attaching narratives and other documentation as needed. Original report must be forwarded to the Department Human Resources Professional.

General Information

Today's Date:	Date of Incident:	Time of Incident (AM/PM):
*If incident has taken place on more than one date, please indicate the initial date here and include additional dates below in the Description of Incident section.		
Department:	Location of Incident:	
Reporting Employee:		
Affected Employee(s):		
Affected Employee(s) Job Title(s):		

Incident Information

Four types of workplace violence:

Incident involved which type? Type 1 Type 2 Type 3 Type 4

- **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.
- **Type 2 Violence:** which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 Violence:** which means workplace violence against an employee by a present or former employee, supervisor, or manager.
- **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.

Checklist of Questions to Answer After a Violent Incident

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

Type 1: Stranger Thief/Suspect Other:

Type 2: Client/Customer Passenger Person in Custody Patient Visitor

Type 3: Current Co-Worker Former Co-Worker Supervisor/Manager

Type 4: Current Spouse or Partner Former Spouse or Partner Employee Friend Employee Relative Family/Friend of client or patient

2. What type of violent incident occurred (*check all that apply*)

- Verbally harassed Verbally Threatened Physically Assaulted Punched Slapped Grabbed Pushed
 Choked Kicked Bitten Hit w/ Object Threatened w/ Weapon Assault w/ Weapon Animal Attack
 Other (describe): _____

3. Was a weapon used? Yes No If yes, please list the type of weapon:



Appendix B – Workplace Violence Incident Report

4. What was the environment and surroundings of the incident? Isolated Area Low Lighting Unfamiliar Location
 Performing Normal Duties Performing Other Duties Other:
5. Was law enforcement or security contacted? Yes No
6. Were there threats made before the incident occurred? Yes No – If yes, was it ever reported to the employee’s supervisor, manager, or department HR Professional?

7. Describe the incident:

Please provide a detailed description of the incident being reported below:

In your response, please include the following: What occurred, what was said, when the incident(s) occurred, where the incident(s) occurred, who else was present at the time of the incident(s), along with any other relevant information. If there were any witnesses to the alleged misconduct, witness names should be provided, along with contact information, if known. If you need additional space to describe the behavior being reported, please attach another document with the details.

8. Were there any previous or similar incidents? Yes No
9. Have resources and support been offered to the affected employee? Yes No If yes, explain what has been offered. If no, explain why:

10. Are you willing to testify against the respondent in court to obtain a restraining order? Yes No

Reporter Information

Report Completed By:			
Department:		Job Title:	
Phone Number:		Email:	
Date:		Signature:	



Appendix C – Workplace Violence Incident Investigation

Instructions

The Department Human Resources Professional with the assistance of Risk Management will complete the investigation into the reported violent incident. Further investigation and resolution of the incident is expected within seven days in addition to submitting a copy of the completed investigation to the HR Tracker system.

Incident Analysis

To be completed by the Department Human Resources Professional with the assistance of Risk Management.

1. Has this type of incident occurred before at the workplace? Yes No If yes, cite the log number from the Violent Incident Log:

2. What were the main factors that contributed to the incident?

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3. What could have prevented or at least minimized the damaged caused by this incident?

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Post-Incident Response

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the employee(s) require medical attention as a result of the incident?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the employee(s) miss work as a result of the incident?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the employee(s) apply for workers' compensation benefits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was law-enforcement or security contacted?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was building facilities contacted?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was immediate counseling provided to affected workers and witnesses?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was critical incident debriefing provided to all affected staff who desired it?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was post-trauma counseling provided to affected staff who desired it?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was all counseling provided by a professional counselor?

Has there been follow-up with the employee(s)? Yes No *Describe below:*

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Is this a recurring event? Yes No

Are there modifications to be made to the WVPPP to reflect updated practices? Yes No *Describe below:*

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Investigator Information

Investigation Completed By:		Department:		Job Title:	
Phone Number:		Email:			
Date:		Signature:			