



Workplace Violence Prevention Plan (WVPP)

*Adapted from Cal/OSHA Model Written
Workplace Violence Prevention Plan for General
Industry (Non-Healthcare Settings)*

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Section I. Policy Statement

The Solano County Office of Education (SCOE) developed this Workplace Violence Prevention Plan to address hazards associated with the four major types of workplace violence.

- **Type I** workplace violence involves a violent act committed by a person with no legitimate relationship to the workplace who enters the workplace with the intent to commit a crime.
- **Type II** involves a violent act or threat of violence directed at SCOE employees by customers, clients, patients, students, inmates, or visitors.
- **Type III** involves a violent act or threat of violence against an employee by a present or former employee, supervisor, or manager.
- **Type IV** involves workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

SCOE is committed to promoting a safe, respectful, and non-threatening work environment for all employees, students, and members of the public. Intimidating, threatening, and/or potentially violent behaviors are disruptive to SCOE's objective of a secure and humane atmosphere for its students, employees, and visitors. While it is impossible to eliminate all risks, the following Workplace Violence Prevention Plan is designed to educate members of the SCOE community (students, employees, and visitors) on how to report alarming/threatening behavior and/or potentially violent acts and how this information will be assessed and analyzed.

SCOE will also act, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines in this plan shall apply to all SCOE students, employees, and visitors on SCOE-operated grounds. These guidelines also apply to activities and events that occur on SCOE -owned and/or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, sponsored by SCOE or by any SCOE-recognized organizations.

These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on SCOE employees, students, or visitors. Such action may be taken against individuals whose behavior is addressed under these guidelines pursuant to SCOE's employee or student disciplinary policies and procedures and applicable federal, state, or local laws. This Workplace Violence Prevention Plan does not have the force and effect of law.

Section II. Responsibility

Workplace Violence Prevention Plan Administrator

The Coordinator, Risk Management & COVID-19, is the designated Workplace Violence Prevention Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Coordinator, Risk Management & COVID-19 will also be able to answer employee questions concerning this plan.

The Coordinator, Risk Management & COVID-19, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Coordinator, Risk Management & COVID-19, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff, volunteers, and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employees and their staff shall be provided with training on the SCOE WVP plan.

Administrators & Supervisors

Administrators are responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Plan. The administrator must take immediate action when employees or students have made him/her aware of a perceived threat, and/or act of violence. SCOE Officers, Directors and Administrators may delegate logistical aspects of the Workplace Violence Prevention Plan to members of staff but are responsible for ensuring that all aspects of their onsite Workplace Violence Prevention Plan are being met.

Managers or supervisors who are SCOE employees and have the responsibility and authority to act in a case involving campus violence, threats of violence, and risks of disruption/alarming behavior must implement all approved recommendations from SCOE officials and Probation officials involved in the assessment of such a situation.

Employees

SCOE employees must act professionally, courteously, and responsibly, which ensures compliance with SCOE's workplace violence prevention plan. Every employee must immediately report all acts of workplace violence to their supervisor or manager without fear of reprisal.

SCOE employees are urged to be alert for any behavior that threatens violence. Further, SCOE employees should be familiar with these guidelines and with the methods for reporting actual or potential threats to the SCOE community.

All reports must be taken seriously. 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.

Solano County Department of Probation

The Solano County Probation Department provides for the care, safety and control of minors in a juvenile detention facility; maintains group and individual behavioral standards; performs case management and life-skills assessment activities; conducts the living group process, including the proper supervision of wards eating, showering, using restroom facilities, visiting, and performing school and recreation activities.

SCOE Threat Assessment Team

The SCOE Threat Assessment Team (TAT) reviews alarming/threatening behavior and potential acts of violence where employees, visitors, and other outside parties are involved. The team will employ its judgement and discretion in working toward a recommended response to adverse behaviors which may be perceived as violent, condoning violence, provoking violence, and/or alarming behaviors that have the potential to negatively impact the SCOE community.

Each situation is unique and must be addressed based on individual circumstances. When necessary, the team may consult with other subject matter experts. When appropriate the team will recommend a course of action to affected administration.

The objectives of the TAT generally, but not always, include the following:

- To review provided information regarding a threat or potential act of violence and identify its elements
- To categorize the Level of Concern for a specific threat and recommend a reasonable response. Also, in the case of a completed act of violence, to determine, with the available information, the risk of any additional acts of violence.
- To develop a case management strategy for addressing the perceived threat or act of violence and to determine a plan for implementing that strategy including reasonable monitoring as needed. The TAT is a problem-solving team, not a replacement for appropriate managerial action.

School Site Threat Assessment Team

If a situation becomes the focus of a threat assessment inquiry or investigation, appropriate authorities gather information, evaluate facts, and determine whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, team members conducting the threat assessment collaborate with others (e.g. – Student Planning Team, Positive Behavior Intervention Support Team, Probation, Threat Assessment Team, etc.) to develop and implement a plan to manage or reduce the threat posed by the student in that situation.

The School Threat Assessment Team is comprised of an administrator, a mental health professional, and a Probation Officer (if applicable). The role of the multi-disciplinary Threat Assessment Team is to gather information and assess whether an individual poses a risk of violence at school and to develop an action plan to mitigate that risk.

Section III. Compliance

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

- Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed.

- Encouraging reporting to the Plan Administrator.
- Making the plan available to staff which includes information about reporting violence and threats.
- Safety Committee opportunity for inclusion in conducting site safety evaluations
- Debriefing of incidents (with considerations of confidentiality).
- Posting plan information at each work location.

Revision and Review of the Workplace Violence Prevention Plan

Review of SCOE's Workplace Violence Prevention Plan should include, but is 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. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

Section IV. Communication

SCOE recognizes that to maintain a safe, healthy, and secure workplace SCOE must communicate to all employees, including managers and supervisors, all workplace safety, health, and security issues. SCOE has a communication system designed to encourage a continuous flow of safety, health, and security information between management and employees, without fear of reprisal and in an understandable form.

SCOE will communicate the Workplace Violence Prevention Plan policies and procedures through:

- New employee orientation on SCOE's workplace security policies, procedures, and work practices
- Annual review of the Workplace Violence Prevention Plan with all employees.
- Provide training designed to address specific aspects of workplace violence prevention and security unique to each of SCOE's operating locations.
- Posting and distributing workplace violence prevention information.
- Reporting workplace violence/security hazards or threats of violence.

- Employees who report incidents of workplace violence will be protected from the person making the threats by SCOE immediately taking the appropriate actions such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, Security and/or the local police will be called.
- Addressing security issues at SCOE's workplace violence prevention/security team meetings. Security issues will be discussed at safety committee meetings and threat assessment committee meetings. The committees will recommend solutions to management.
- Recognize employees who perform work practices that promote security in the workplace.
- Discipline employees for failure to comply with workplace security practices.

Reporting an Incident of Workplace Violence

All acts or threats of violence against a SCOE employee, service provider, or student, regardless of the source of the act or threat, will be reported promptly and accurately regardless of physical injury.

The following additional practices ensure employee compliance with workplace security directives, policies, and procedures:

- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.
- If the reporting individual is an employee, the incident will also be reported to his or her supervisor as soon as possible. In situations where an employee is unable to report the matter to their supervisor, the report can be made to an employee representative.
- Employees who work directly with students shall adhere to the Positive Behavior Intervention Support (PBIS) Process when managing and reporting potential issues with students related to hazards associated with violence.
- If the reporting individual is not an employee, they will also report the incident to an Administrator.
- The supervisor or employee representatives will immediately provide the reporting individual with a copy of the Incident Report and ask him or her to complete it.
- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities.
- The incident will be reported to police and other authorities as required by law.

- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- An Incident Report will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.
- Suggestions for improving the Workplace Violence Prevention Plan employee may be provided by completing the [Employee Safety Reporting Form](#) (this form may be completed anonymously).

Reporting a Workplace Violence Emergency

Employees may be alerted to workplace violence in various ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.

Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow the [Standard Response Protocol](#).

Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.

If you need immediate assistance, you should contact security or law enforcement by dialing 9-1-1.

For non-imminent assistance, you should contact your supervisor or human resources/risk management.

Section V. Hazard Assessment

SCOE will perform a workplace hazard assessment for workplace security as periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by onsite administration.

General Periodic Workplace Violence Inspections

Periodic inspections are performed according to the following schedule:

1. Annually
2. When the Workplace Violence Prevention Plan is implemented
3. When new, previously unidentified security hazards are recognized

4. When occupational injuries or threats of injury occur
5. Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards and changes in employee work practices and may require assessing for more than one type of workplace violence.

SCOE performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Type I Workplace Violence Inspections

Inspections for Type I workplace security hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers;
- The need for security surveillance measures, such as mirrors or cameras;
- Procedures for employee response during a robbery or other criminal act;
- Procedures for reporting suspicious persons or activities;
- Posting of emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;

Type II Workplace Violence Inspections

Inspections for Type II workplace security hazards include assessing:

- Access to, and freedom of movement within, the workplace;
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of SCOE;
- Employee's skills in safely handling threatening or hostile service recipients;
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
- Procedures for a "buddy" system for specified emergency events;
- The availability of employee evacuation routes

Type III & IV Workplace Violence Inspections

Inspections for Type III & IV workplace security hazards include assessing:

- SCOE's communication with employees, supervisors, and managers;
- SCOE employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence;

- Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of SCOE's employees is having a dispute;
- Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees;
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace;
- Employee disciplinary and termination procedures

Section VI. Incident Investigation

SCOE has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

- 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.
- 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.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]

- 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 another 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 biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including 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 by the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
 - Reviewing all previous incidents.

Section VII. Hazard Correction

Hazards that threaten the security of employees will be corrected in a timely manner based on severity when they are first observed or discovered.

Type I Workplace Violence Hazard Correction

Corrective measures for Type I workplace security hazards include:

- Making the workplace unattractive to criminal acts;
- Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace;
- Procedures for the reporting of suspicious persons or activities;
- Posting emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;
- Employee, supervisor, and management training on emergency action procedures

Type II Workplace Violence Hazard Correction

Corrective measures for Type II workplace security hazards include:

- Controlling access to the workplace and freedom of movement within it, consistent with business necessity;
- Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
- Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of SCOE;
- Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons;
- Providing procedures for a “buddy” system for specified emergency events;
- Ensuring adequate emergency evacuation routes

Type III & IV Workplace Violence Hazard Correction

Corrective measures for Type III & IV workplace security hazards include:

- Effectively communicating SCOE’s antiviolence policy to all employees, supervisors, or managers;
- Improving how well SCOE’s management and employees communicate with each other;
- Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence;
- Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of SCOE’s employees is having a dispute;
- Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers;
- 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 person making the threat;
- Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; and
- Applying crime prevention measures through environmental design (CPTED) and administrative measures including but not limited to:

- Well lighted areas
- Security/controlled access to work area
- Employees must visibly always display employee ID badge while in a SCOE facility
- Visitor sign-in
- Visitor badges
- Well lighted parking lots and area surrounding the building
- Buddy system for walking to car or locations away from the building
- Security cameras
- Mounted area mirrors
- Onsite security guards
- Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas
- Panic buttons
- Locks on restroom doors
- Remove sharp objects from view that could be used as a weapon
- Caller ID on phones
- Field staff check in (cell phones)

Section VIII. Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever 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.
- SCOE will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:
 - The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
 - How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures SCOE 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 pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities SCOE has for interactive questions and answers with a person knowledgeable about the SCOE Workplace Violence Prevention Plan.

Note: All training materials used shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees.

Section IX. Recordkeeping

The Solano County Office of Education, Coordinator, Risk Management & COVID-19 will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for at least 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 people conducting the training.
 - Names and job titles of all people attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for at least five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access to Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

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

Section X. Definitions

“Emergency” Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“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.

“Log” The violent incident log required by LC section 6401.9.

“Plan” The workplace violence prevention plan required by LC section 6401.9.

“Serious injury or illness” Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

“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.

“Workplace violence” Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- 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.
- 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.

- The following four workplace violence types:
 - **“Type 1 Violence”** - 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 employees with the intent to commit a crime.
 - **“Type 2 Violence”** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **“Type 3 Violence”** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **“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.

“Work practice controls” Procedures and rules which are used to effectively reduce workplace violence hazards.

Section XI. Appendices

SCOE Workplace Violence Reporting Form

To be completed by the individual investigating the incidents related to third party or employee related workplace violence. For student-related issues, please refer to SCOE's student threat assessment procedures.

Reporting Party Information

Return completed form within 24 hours following incident to the [Coordinator, Risk Management & COVID-19](#). **Attach witness statements to this form, see statement template appended.**

Report Submitted by:	Date of Report:	Telephone:
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Classification of the Type of Workplace Violence

- Type I:** Involves a violent act committed by a person with no legitimate relationship to the workplace who enters the workplace with the intent to commit a crime.
- Type II:** Involves a violent act or threat of violence directed at SCOE employees by customers, clients, patients, students, inmates, or visitors.
- Type III:** Involves a violent act or threat of violence against an employee by a present or former employee, supervisor, or manager.
- Type IV:** Involves violence committed in a workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

Details of the Incident

Date of Incident:	Approximate Time of Incident:
Address/Location of Incident:	
General Description of Incident:	

Individuals Involved in the Incident (Use additional sheets if necessary.)

First & Last Name:	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant
Title:	
Department:	
Phone Number:	
Immediate Supervisor:	

First & Last Name:	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant
Title:	
Department:	
Phone Number:	
Immediate Supervisor:	

First & Last Name:	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant
Title:	
Department:	
Phone Number:	
Immediate Supervisor:	

List Names of Other Witnesses

Nature of Incident (Please select all options that apply)

- Stalking
- Engaging in actions intended to frighten, coerce, or induce duress

- Destruction of property
- Physical Assault – Hitting, fighting, pushing, or shoving
- Armed Assault – Use of object as weapon (specify) _____
- Armed Assault – Use of weapon such as gun, knife, etc. (specify) _____
- Verbal Harassment
- Threats of Physical Violence
- Other (specify) _____

Possible Reason for Incident

- Conflict with co-worker(s)/former co-worker
- Conflict with management
- Receiving corrective action
- Other (specify) _____

Communication Format of the Incident (Please select all options that apply)

- Communicated directly to the victim
Please circle the format of the communication
 - Verbal
 - Letter
 - Email
- Communicated to another person
Please circle the format of the communication
 - Verbal
 - Letter
 - Email
- Other (specify) _____

Assailant Relationship to the Employee(s)

- | | |
|--|--|
| <input type="checkbox"/> Stranger | <input type="checkbox"/> Custodial Guardian (of student) |
| <input type="checkbox"/> Stranger w/ Criminal Intent | <input type="checkbox"/> Non-Custodial Guardian (of student) |
| <input type="checkbox"/> Partner District Personnel | <input type="checkbox"/> Visitor |
| <input type="checkbox"/> SCOE Personnel | <input type="checkbox"/> SCOE Student |
| <input type="checkbox"/> Former SCOE Personnel | <input type="checkbox"/> Employee Spouse/Partner/Relative |

Workplace Illness & Injury (Please select all options that apply)

If an injury has occurred, please notify the [Coordinator, Risk Management & COVID-19](#) and contact [Company Nurse](#) prior to the injured employee leaving the worksite.

- Physical Injury – Non-Emergency/ No First Aid Required
- Physical Injury – Non-Emergency/First Aid Only
- Physical Injury – Non-Emergency/Medical Referral Required
- Physical Injury - Emergency
- No Physical Injury

Initial Supervisor Response or Follow-Up Activity (Please select all options that apply)

- Incident diffused
- Threat assessment team notified
- Law enforcement notified
 - If yes, please provide the name of the agency and a report number here _____.
- Employee Assistance Program (EAP) referral
- Other (please specify) _____.

SCOE Workplace Violence Witness Statement Form

To be completed by the those involved in or having witnessed incidents related to third party or employee related workplace violence. Return completed form to the [Coordinator, Risk Management & COVID-19](#).

Describe the incident of workplace violence in detail. *Include what happened, where the incident occurred, who was involved, what you heard, what you saw, etc.*

List the names of other witnesses present during the incident. *(if applicable)*

Name of Witness: _____

Date: _____

Witness Signature: _____

Person Receiving Witness Statement: _____

Date: _____

Signature: _____

SCOE Workplace Violence Employee Risk Assessment

A job safety aid to assist SCOE employees in identifying behaviors which present potential and/or real risk. **This is intended to be completed as needed and in tandem with any submission of an employee workplace violence witness statement.**

Completion Information

Return completed form to the [Coordinator, Risk Management & COVID-19](#).

Assessment completed by:	Date:	Worksite:
Relationship to Worksite: <input type="checkbox"/> Employee <input type="checkbox"/> Substitute <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor		

Please select all that apply:

Behavior Observed	Yes/No	Description(s)
Verbally Threatening	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent outburst (raised voice, yelling/shouting, crying, screaming, using profanity, insults) as an attempt to intimidate or threaten another person is often a precursor to physical violence.
Attacking People	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physically intimidating behavior causes the recipient to perceive a threat to their physical safety (raising of arm/leg, aggressive posture, making or shaking fist, carrying or brandishing a weapon).
Attacking Objects	<input type="checkbox"/> Yes <input type="checkbox"/> No	An attack is directed only at an object and NOT an individual. E.g. the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other's property, etc.
Confusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disoriented – may be unaware of time, place or person, altered cognitive state (change from normal behavior cause by medical condition)
Irritability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Easily annoyed or angered. Unable to tolerate the presence of others. Unable to follow instruction(s) at these times. Strong reaction to instructions.
Boisterous	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unaware of making overtly loud noise, e.g. raising of voice, slamming doors, shouts when talking, etc.
Agitated/Impulsive	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unable to remain composed. Very strong emotional reaction to real and imagined disappointments. Feel or appear troubled, nervous, upset. Is spontaneous, haste, emotions, dissatisfied with waiting.

SCOE Workplace Violence Hazard Assessment

Checklist for Periodic Inspection

For use by SCOE administrators according to the following schedule:

- ✓ *Annually*
- ✓ *When the WVPP is implemented*
- ✓ *When new previously unidentified security hazards are recognized*
- ✓ *When occupational injuries or threats of injury occur*
- ✓ *Whenever workplace security conditions warrant an inspection*

Inspection Information

Return completed form to the [Coordinator, Risk Management & COVID-19](#).

Inspection completed by:	Date of Inspection:	Worksite:

Topic Point		
Mirrors to see around corners and/or in blind spots have been installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where are they located?
Landscaping provides an unobstructed view of the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, are areas obstructed enough for an individual to hide or hide objects?
The interior workspace allows for an unobstructed view of the office space.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, are areas obstructed enough for an individual to hide or hide objects?
Adequate lighting in and around the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking lot well lighted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Panic Button(s) are available.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Door sensor(s) are in use at the facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where are they located?
Does the site have Closed Circuit TV (CCTV)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are there blind spots?

Does the site have metal detection systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe.
Are there security guards for the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are they aware of the site's WVPP	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notification date:
Are desk spaces clear of objects which may become a projectile hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are office and classroom exit unobstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors required to sign in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors escorted while on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are ID Badges in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are emergency phone numbers posted by phones?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there an internal phone system which is operable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visits from student's family members limited to designated areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there key control procedures in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there limited access to the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff trained in hazardous situation avoidance with students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of training: Attach training documents.
Are staff trained in hazardous situation avoidance with other members of staff, agency employees, visitors, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are employees briefed about other non- routine site location hazards they may encounter due to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do employees, when off site, have periodic check-in procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff when off site equipped with a personal	<input type="checkbox"/> Yes <input type="checkbox"/> No	

alarm or cell phone?		
Are staff when off-site supplied with the necessary incident report forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are training courses on WVPP topics covered before an employee's assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are trainings on WVPP topics covered at least annually after initial training of an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
When incidents occur is counseling offered to employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are steps taken to evaluate the incident to prevent recurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are floor plans and evacuation plans posted in conspicuous locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have employees been surveyed to find out their concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the site utilized crime prevention services &/or lectures provided by local or state police?	<input type="checkbox"/> Yes <input type="checkbox"/> No	