

Placer County Office of Education Workplace Violence Plan

POLICY STATEMENT

Effective Date of Program: July 1, 2024

The Placer County Office of Education (“PCOE”) does not tolerate workplace violence in any form. This includes acts of violence or threats of violence. We are committed to the health and safety of our employees, pupils and visitors to our school sites and facilities. We refuse to tolerate any form of violence in the workplace and will make reasonable and appropriate efforts to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (Herein referred to as WVPP).

PCOE will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee appointed or elected official, volunteer, contractor, parent, student, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes 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 the threat or use of a firearm or other dangerous weapons, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

All PCOE supervisors and employees are responsible for implementing and maintaining our WVPP. We encourage participation in revamping our program annually. We require prompt and accurate reporting of all violent incidents or threats, whether physical injury has occurred or not. We will not discriminate against victims of workplace violence.

A copy of this policy statement and the WVPP Plan is readily available to all employees upon request and from the PCOE Human Resources website linked [here](#).

Our Plan ensures that all employees adhere to work practices designed to make the workplace more secure and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. PCOE will not take punitive or retaliatory action against any staff member for seeking assistance or reporting concerns including seeking intervention from local emergency services or law enforcement when a violent incident occurs.

We define workplace violence as actions or words that endanger or harm another employee or result in other employee(s) reasonably believing to be in danger. Such actions include but are not limited to the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any behavior(s) that causes others to feel unsafe (e.g., bullying, sexual harassment)

Scope

PCOE policy requires an immediate response to all reports of violence. All violent and/or threatening incidents will be investigated and documented by the immediate Supervisor with the assistance of Human Resources as needed. If appropriate, PCOE refers the affected staff member to PCOE EAP resources found [here](#) or other supportive services as needed.

Disciplinary actions (if needed) due to conduct of a current PCOE employee would follow current board policy and guidance laid forth in PCOE Bargaining Units (up through Termination) found [here](#).

DEFINITIONS: For purposes of this section, the following definitions apply:

- “**Emergency**” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- “**Engineering controls**” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- “**Log**” means the violent incident log required by this section. (Accessed by all PCOE through MyPcoe website [here](#))
- “**Plan**” means the workplace violence prevention plan required by this section.
- “**Threat of violence**” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- “**Work practice controls**” means procedures and rules which are used to effectively reduce workplace violence hazards.
- “**Workplace violence**” means any act of violence or threat of violence that occurs in a place of employment and 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.
 - “Workplace violence” does not include lawful acts of self-defense or defense of others.
- The 4 workplace violence types:
 - (I) **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 workers with the intent to commit a crime.
 - (II) **Type 2 violence:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. This includes parents, vendors, and contractors.
 - (III) **Type 3 violence:** Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - (IV) **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

The following employers, employees, and places of employment are exempt from this section:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations.

RESPONSE AND ACCOUNTABILITY

The Workplace Violence Prevention Program Administrator is the Director of Human Resources and has the authority and responsibility for implementing the provisions of this program for the Placer County Office of Education.

Workplace Violence Prevention Plan Administrator

The Director of Human Resources or an assigned designee,

- Is the designated WVP 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.
- Will also be able to answer employee questions concerning this plan.
- Shall solicit feedback and input from employees and their authorized representatives in 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. PCOE ensures compliance with the plan by:
 - Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed including the use of annual training through Public School Works and Department/Site trainings.
 - Encouraging reporting to their immediate supervisor.
 - Making the plan available to staff including information on reporting violence & threats.
 - Inclusion in conducting site safety evaluations.
 - Debriefing of incidents (with considerations of confidentiality).
 - Posting plan information at each location.
 - Ensuring the workplace violence log is updated regularly.
- Will work closely with the PCOE Emergency Operations Team as needed on corrective actions related to Emergency Preparedness Protocols as needed.

The Director of Human Resources or an assigned designee, 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 employers and their staff shall be provided with training on the PCOE WVP plan.

Managers and Supervisors responsibilities include:

- Implementing the plan in their work areas.
- Providing input to their Administrator regarding the plan.
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

PCOE and all safety personnel are responsible for observing personnel and identifying potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to either the PCOE Safety Committee and/or the Emergency Operations Team and an action plan developed to minimize and eliminate the potential threat. Information will be disseminated between these two Safety teams at PCOE based on the specifics of the exposure.

Employees responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all trainings;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

It is the responsibility of all employees to report all threatening behavior to **their supervisor** immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported within the first 24 hours in the most efficient and expedited way possible (Teams, Phone Call, Meeting).

In addition, the PCOE Safety Committee and/or the Emergency Operations Team will assess the vulnerability to workplace violence at the Placer County Office of Education and will be responsible for developing employee education and training programs in violence prevention and plans for responding to acts of violence. These two teams will work together to serve as auditors for the Workplace Violence Prevention Program. The list of staff members associated with both of these teams can be found [here](#).

Compliance

All employees are responsible and will be accountable for using safe work practices for following all policies and procedures, and for assisting in maintaining a safe and secure work environment.

PCOE ensures compliance with the plan by:

- 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 person(s) identified as the Workplace Violence Prevention Plan Administrator.
- Making the plan available to staff including information on reporting violence & threats
- Inclusion in conducting site safety evaluations.
- Debriefing of incidents (with considerations of confidentiality)
- Posting plan information at each location
- Review of plan at Annual Office Staff meetings held twice per year

Employees are to report workplace violence to their Immediate Supervisor. If the Supervisor cannot be reached immediately, they are to report to the Director of Human Resources (Mark Williams at mwilliams@placercoe.org). Person(s) who receive a report or complaint about workplace violence or retaliation will investigate reports. Retaliation will be prohibited, and that information will be included in the plan, in employee training and retraining programs, and in follow-up as part of an investigation and possible disciplinary action.

PCOE will:

- Inform employees about the Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with workplace security measures.
- Provide training and /or counseling to employees who need to improve work practices designed to ensure workplace security.
- Follow established workplace security policies and procedures.
- Recognize employees who perform work practices which promote security in the workplace. (*not required but recommended by SB 553)

PCOE will develop a comprehensive Workplace Violence Prevention Plan. The Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of the division at all times. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The written plan is maintained as a separate document.

PCOE will maintain an open, two-way communication system on all workplace safety, health, and security issues. PCOE has a communication system designed to encourage a continuous flow of safety, health, and security information between employees and our WVPP Group without fear of reprisal. Our communication system consists of the following:

- New employee orientation will address workplace security policies, procedures, and practices from their supervisor (including a 1 page summary of the Workplace Violence Protocol found [here](#))
- Periodic review of our WVPP from the Safety Committee, with updates when new information or hazards become known.
- Regularly scheduled safety meetings with all applicable personnel that include workplace security discussions and safety drill debriefs.
- A system to ensure that all employees, including managers and supervisors, understand and acknowledge the workplace security policies done through annual trainings of all staff both in person at the beginning of the year, periodically throughout the year and through Public School Works.
- Posted or distributed workplace security information and updates accompanying all additional HR mandated notices.
- A system for employees to inform management on workplace security hazards/threats of violence.
- Procedures for protecting employees who report threats of retaliation by the offender after making an initial report.
- Posting of the comprehensive plan at each location and on the PCOE website.
- Training program with relevant resources and information on how to obtain copies of relevant records, where appropriate.

HAZARD ASSESSMENT

The PCOE Safety Committee will perform workplace hazard assessment for workplace security in the form of record keeping and review of the annual workplace survey results and workplace violence log. The group will identify workplace violence and security issues and make recommendations to management for implementation based on data received. Reports or complaints by employees about potential workplace hazards or threats of violence will be taken seriously and a thorough hazard investigation will be conducted. When a report or complaint is about a potential Type 2 or Type 3 incident, or about another employee, PCOE management will take every appropriate step to immediately investigate. Should the investigation identify acts of violence or threats of violence that fall within Type 2 or Type 3 incidents, PCOE will make immediate corrections through appropriate disciplinary action and/or other immediate and appropriate corrective action.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees. *Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented, and dated.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made throughout the year including at all Safety Committee and Emergency Operation Team meetings that are held 3-4 times per year on average:

- OSHA 300 Logs
- Workplace Violence Incident Reports (see Appendix B – Violence Incident Log Template)
- Information compiled regarding assault incidents or threat incidents
- Police Reports
- Workplace Surveys (2024 Survey used as Baseline for future data)
- Accident Investigations
- Training records for all staff through Public School Works.
- Safety Grievances
- Inspection information
- Other relevant records
- Annual PCOE Climate Survey

VIOLENT INCIDENT LOG

PCOE records every workplace violence incident in a violent incident log that will be monitored by the Human Resources Department. Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness

statements, and on investigation findings. All employees will have immediate access to enter in the log through the MyPCOE website found [here](#). Upon completion of the log, HR Director is automatically notified of entry and responds as needed (Contacting supervisor, initiating investigation, documentation, etc...). The Human Resources Department will create a mirrored log to have available for OSHA upon request which 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. The log shall be reviewed during the periodic reviews of the WVPP.

PCOE will review the plan:

- annually,
- when a deficiency is observed or becomes apparent and
- after a workplace violence incident
- at all Safety Committee Meetings
- at Emergency Operation Team meetings (when necessary)

For purposes of this section, at a multiemployer worksite, the employer or employers whose employees experienced the workplace violence incident shall record the information in a violent incident log and shall also provide a copy of that log to the home site employer as well.

The information recorded in the log includes the following:

- A. The date, time, and location of the incident.
- B. The workplace violence type or types
- C. A detailed description of the incident.
- D. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- E. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- F. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- G. The type of incident, including, but not limited to, whether it involved any of the following:
 - i. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - ii. Attack with a weapon or object, including, but not limited to, a firearm, knife, blunt object or other object.
 - iii. Threat of physical force or threat of the use of a weapon or other object.
 - iv. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - v. Animal attack.
 - vi. Other.

H. Consequences of the incident, including, but not limited to:

- i. Whether security or law enforcement was contacted and their response.
- ii. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- iii. Information about the person completing the log, including their name, job title, and the date completed.

Workplace Security Inspections

The Maintenance and Operations Department (MOT) will continue to consistently inspect buildings for any safety and/or security issues that arise. Any safety/security issues identified as needing to be fixed will be addressed through MOT work orders (for physical changes needed) or communicated to PCOE leadership if protocol changes are needed.

Periodic inspections are performed according to the following schedule:

- Annually, Semi-Annually, Quarterly, etc. as needed.
- When new, previously unidentified security hazards are recognized.
- When occupational injuries or threats of injury occur.
- Whenever workplace security conditions warrant an inspection.

Inspections for workplace security hazards from violence by Type 1 Individuals (Strangers, person(s) having no business on site, etc.) include assessing:

- The exterior and interior of the workplace for its security measures.
- The need for security surveillance measures, such as mirrors or cameras at points of entry and travel within the premises.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- The use of work practices such as “buddy” systems or security escort, as appropriate, for identified risks (e.g., received threats, restraining orders enacted, etc.).
- Adequacy of lighting and security for parking lots and areas of travel during night conditions.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 2 Individuals (Persons known to campus but not employed [i.e., students, parents, contractors, etc.]) include assessing for the above (Type 1) as well as the following:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers to entry.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g., alarms, notification systems, etc.).
- Availability of escape routes.
- Employees skills in de-escalation methods.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 3 (i.e., co-workers, employees, supervisors, staff, etc.) include assessing for the above (Type 1 and Type 2) as well as the following:

- How well the WVPP has been communicated to all PCOE employees.
- How well employees are able to communicate with each other and with management and support staff.
- How well employees know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee related threats of physical or verbal abuse reported.
- Any other identifiable security hazards.

Inspections for workplace security hazards from violence by Type 4 (i.e., personal relationships to employees otherwise having no association with the business) include assessing for the above (Type 1, Type 2, and Type 3) as well as the following:

- Access to, and freedom of movement within, the workplace by non-employees, specifically with whom an employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs.
- Warnings or law enforcement involvement to remove personal relations (offender) of employees from the worksite. Effectiveness of restraining orders and recognition of restrained parties.
- Any other identifiable security hazards

TRAINING and INSTRUCTION

PCOE has established the following recommendations on training all employees regarding workplace violence and security. All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to regular volunteers. Training shall also be provided to employees who have been given new job exercises for which site-specific workplace security training may be required. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence & security training & instruction includes, but not limited to the following:

- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards, including the risk factors associated with Type 1, 2, 3, and 4 of workplace violence offenders.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to the appropriate department or person responsible for receiving reports.
- How to recognize the potential for violence and factors that contribute to the escalation of violence and how to counteract them, and when to seek assistance to prevent or respond to violence.
- Introduction to methods of de-escalation and defusing potential hostile or threatening situation.
- Measures to summon others for assistance or support.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified routes of escape.

- Notification of law enforcement when a criminal act may have occurred.
- Provide or request emergency medical care or first aid in the event any violent act should occur to an employee.
- Use of Public School Works annual training for all employees.
- Resources available to all staff for coping with incidents of violence, including, but not limited to, critical incident stress debriefing will be available through PCOE's Employer Assistant Program found [here](#).

PCOE has chosen the following items for training and instruction for all employees and regular volunteers:

- How to report violent incidents to law enforcement.
- Location and operation of alarm systems, communication systems, and other protective devices.
- Communication procedures.
- Strategies to avoid physical harm.
- How to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when/how to seek assistance to prevent or respond to violence.
- Employee assistance programs.
- How to prepare for and respond to an active shooter scenario at the workplace. *Shall not be provided at any time when, or location where students are present*
- Awareness of indicators that lead to violent acts.
- Review of anti-violence policy and procedures.
- De-escalation and communication training.
- Use of the “buddy” system or obtaining proper security, co-worker assistance in potential escalated situations.
- Pre-employment screening practices.
- Review of Workplace Violence Prevention Plan at Supervisor meetings so that clear instruction can be passed down to school staff. (Presentation found [here](#))

EFFECTIVE PROCEDURES TO COMMUNICATE WITH EMPLOYEES CONCERNING POTENTIAL OR ACTUAL WORKPLACE VIOLENCE INCIDENTS

Employee concerns will be investigated in compliance with the Plan requirements, which states:

- “Procedures to identify and evaluate workplace violence hazards, include, but are not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.”

Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all the following:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
- PCOE alerts employees about workplace violence emergencies via various communication methods including but not limited to public address (PA) system, instant messaging system, in-person or online meetings, phone call, text, email, Teams messaging, PCOE County Wide Emergency notification system, etc.

- Evacuation or sheltering plans that are appropriate and feasible for the worksite.
- For non-school sites, evacuation and/or sheltering plans are accessible/located in each office building with training occurring multiple times per year.
- For school sites, evacuation and sheltering plans are described in the Comprehensive School Safety Plan (CSSP) available at each location.
- How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
- In an emergency, call 9-1-1. To obtain help from staff assigned to workplace violence, contact those listed in the Workplace Violence Prevention Group above.

Procedures to develop and provide the training required in subdivision (e) which states: “*before filing a petition under this section, an employer or collective bargaining representative of an employee shall provide the employee who has suffered unlawful violence or a credible threat of violence from any individual an opportunity to decline to be named in the temporary restraining order. An employee’s request to not be named in the temporary restraining order shall not prohibit an employer or collective bargaining representative from seeking a temporary restraining order on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.*”

PCOE provides all staff with information included in the Workplace Violence Prevention Plan, in SB 906-Homicidal Threats and, for school sites, the Comprehensive School Safety Plan (CSSP) via meetings/trainings, annual acknowledgement/notification, in person meetings for each department at the beginning of the year, Public School Works, access to plan and documents on Human Resources website, etc...

Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns are in place. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

POST INCIDENT INVESTIGATION and RESPONSE

PCOE procedure for investigating incidents of workplace violence, threats, and physical injury include:

- Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid as needed.
- Identify all employees involved in the incident.
- Provide Information for resources available to staff.
- Conduct a debriefing with all affected employees (including volunteers) and agencies associated with the event.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all employees and responding parties involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the offender.

- Conducting a post-incident debriefing as soon as possible after the incident with all employees, supervisors, and security involved in the incident.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and documenting the corrective actions taken.

Incident Response Team: All PCOE staff are trained on the Incident Command System as it relates to safety procedures through trainings throughout the year. Drills are run periodically through our Emergency Operations Team with follow up as needed based on the performance of the drills.

Evaluation and Intervention: To assess the risk of the offender, suggested questions should be inquired of victims and individuals familiar with the offender's behavior, both prior to and after any alleged threat or action.

Assessment Review and Action: Upon completion of the assessment, results are reviewed with staff who are directly affected, the Supervisor and Safety Team as needed. Options are to be considered in terms of intervention. If a threat is imminent, local authorities are to be contacted immediately. Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

Communication: Communicate course of action with all management, victim, and subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

Annual Review: The PCOE Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing, Sufficiency of security systems, Job, equipment, and facility design and risks, Modifications or additions to tasks and procedures that affect plan implementation, newly identified hazards, Prior year incidents, identified deficiencies, and Feedback provided by employees and their authorized representatives.

Appendix B: Workplace Violence Incident Log [Link](#) (Managed by HR and Department Designees)

Form Completed By: Mark Williams, Director of Human Resources

Date Submitted: June 27, 2024 (Amended 8.12.24)