



WORKPLACE VIOLENCE PREVENTION PLAN

***San Luis Obispo County Office of Education
(SLOCOE)***

3350 EDUCATION DRIVE, SAN LUIS OBISPO, CALIFORNIA 934058



**San Luis Obispo County Office of Education
(SLOCOE)
POLICY STATEMENT**

SLOCOE is committed to the safety and health of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). 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. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. SLOCOE will not discriminate against victims of workplace violence or anyone who reports the same.

This Workplace Violence Prevention Plan has been developed to address hazards associated with workplace violence. The safety of each employee while in the performance of their work activities is a top priority of the SLOCOE. All employees share responsibility for promoting a safe working environment. Through the implementation of this Workplace Violence Prevention Plan, SLOCOE seeks to promote a safe, respectful, and non-threatening work environment for all employees, students, and members of the public.

The expectations and procedures provided in this plan apply to all SLOCOE students and employees, as well as all visitors on SLOCOE campuses and grounds. This Workplace Violence Prevention Plan is in effect at all times and in all work areas. 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 SLOCOE employees, students, or visitors.

TABLE OF CONTENTS

1.0.	DEFINITIONS	4
2.0.	RESPONSIBILITIES.....	5
3.0.	REPORTING	5,6
4.0.	EMERGENCY RESPONSE PROCEDURES	6,7
5.0.	HAZARD IDENTIFICATION AND EVALUATION.....	7,8
6.0.	INCIDENT RESPONSE AND INVESTIGATIONS	8
7.0.	HAZARD CORRECTION.....	10
9.0.	REVIEW AND REVISION OF THE WVPP	10,11
10.0.	EMPLOYEE ACTIVE INVOLVEMENT	11,12
11.0.	EMPLOYEE COMPLIANCE.....	12
12.0.	COMMUNICATION WITH EMPLOYEES	12,13
13.0.	COORDINATION WITH OTHER EMPLOYERS.....	13
14.0.	ACCESS TO RECORDS	13
15.0.	RECORDKEEPING.....	14
16.0.	EMPLOYER REPORTING RESPONSIBILITIES.....	14
	APPENDIX A - SLOCOE WORKPLACE REPORTING FORM.....	15 - 17

WORKPLACE VIOLENCE PREVENTION PLAN

Date of Last Review: 6/28/2024

The SLOCOE's Workplace Violence Prevention Plan ("WVPP") addresses the hazards known to be associated with the four (4) types of workplace violence as defined by Labor Code section 6401.9.

1.0. DEFINITIONS

For the purpose of this workplace violence prevention plan, the following definitions apply:

1. "Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. "Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
3. "Log" means the violent incident log required by this section.
4. "Plan" means the workplace violence prevention plan required by this section.
5. "Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm, or to place someone in fear of physical harm, and that serves no legitimate purpose.
6. "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment.
7. "Workplace violence" includes, but is not limited to, the following:
 - a. 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.
 - b. 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.
 - c. The following four (4) workplace violence types:
 - i. "Type 1 violence," which means workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 - ii. "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - iii. "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
 - iv. "Type 4 violence," which means workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
8. "Workplace violence" does not include lawful acts of self-defense or defense of others.

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

2.0. RESPONSIBILITIES

The WVPP administrator, James Brescia, Ed.D., has the authority and responsibility for implementing the provisions of this workplace violence prevention plan for SLOCOE. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
James Brescia, Ed.D.	Superintendent	Overall responsibility for the plan; <i>Approves the final plan and any major changes.</i>	805-782-7201	jbrescia@slocoe.org
Thomas Alvarez	Chief Human Resource Officer	Responsible for employee involvement and training; <i>Organizes safety meetings, updates training materials, and handles any reports of workplace violence</i>	805-782-7230	talvarez@slocoe.org
Hugo Bastidos	Director of Operations, Safety Coordinator	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	805-602-8570	hbastidos@slocoe.org

All administrators, managers, and supervisors are responsible for addressing complaints and ensuring compliance with the Workplace Violence Prevention Plan. SLOCOE administration may delegate logistical aspects of the Workplace Violence Prevention Plan to other members of SLOCOE staff but are responsible for ensuring that the requirements of the onsite Workplace Violence Prevention Plan are being met.

SLOCOE expects its employees to act professionally, courteously, and responsibly at all times in accordance with SLOCOE Policies. It is each employee’s responsibility to report any and all acts of workplace violence to their supervisor or manager immediately, without fear of reprisal. Employees should be familiar with these guidelines and the methods for reporting acts of violence or threats of violence.

3.0. REPORTING

Any act or threat of violence against a SLOCOE employee, service provider, volunteer, visitor, or student, regardless of the source of the act or threat, must be reported promptly and accurately to the employee’s supervisor or manager, regardless of whether a physical injury occurred. Employees may report incidents to their direct Supervisor, Cabinet Member, Human Resources or Safety Coordinator. Those receiving the report will promptly inform the WVPP administrator and Human Resources. Current Operational Services can be found in [Operational Services Resources](#).

Reports may also be made via email to hr-group@slococoe.org and/or hbastidos@slococoe.org

The following practices can help ensure employee compliance with workplace safety reporting policies and procedures:

- Immediately reporting any situation or incident that creates a sense of fear for personal safety or the safety of others to law enforcement by dialing 9-1-1. For non-immediate assistance, employees should contact their direct Supervisor, Cabinet Member, Human Resources or Safety Coordinator.
- The incident will be reported to law enforcement and other authorities as required by law.
- The area where a violent incident occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- A report of the incident will be promptly added to the violent incident log.

Prohibition Against Retaliation. SLOCOE will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their direct Supervisor, Cabinet Member Human Resources or Safety Coordinator.

4.0. EMERGENCY RESPONSE PROCEDURES

SLOCOE has in place the following specific measures to handle actual or potential workplace violence emergencies:

After a workplace incident, the site administrator, Supervisor, Cabinet Member, Human Resources or Safety Coordinator will implement the following post-incident procedures: Completing Addendum A: Workplace Violence Reporting Form, which will include the following information:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following
- Alarm systems, Email, PA announcements and/or RAVE App will be used to alert employees of emergencies.
- SLOCOE will have evacuation or sheltering plans.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify your direct Supervisor or Safety Coordinator.
- 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 ensuring 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 the required information
- Consequences of the incident, including, but not limited to:
 - Reviewing all previous incidents.

5.0. HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by SLOCOE to ensure that workplace violence hazards are identified and evaluated:

- 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.
- Review all submitted/reported concerns of potential hazards:
- Daily or weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box. (Health Management and Safety Committee Agenda item)
- Online form for reporting workplace violence hazards.
- Voicemail/email/text messages
- Review all submitted/reported concerns of potential hazards on a weekly basis or as necessary.

Periodic Inspections

- Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one (1) type of workplace violence. Periodic inspections shall be conducted: Once before each school year begins and the other will take place during the winter of the school year
- Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Nelson Payton	Main Building, SPED, MOT
Shannon Pimentel	ELC's and SLOCOE PR Annex
Jennie Curto	Rancho El Chorro
William Hanham	CJ
Lara Mattson	Loma Vista Community School
Zola Moore Stansbury	Morro Road Building

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to crime.
- The need for violence surveillance measures, such as surveillance cameras.

- Procedures for employee response during a criminal act, including our policy prohibiting employees, who are not security personnel, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, 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 our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security personnel).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence dangers or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our LEA's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one (1) of our employees is having a dispute.
- Frequency and severity of employees' 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.

6.0. INCIDENT RESPONSE AND INVESTIGATIONS

After a workplace violence incident, the WVPP 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 victims, 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 or threatening behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- The violent incident log will be used for every workplace violence incident.
- Review all previous incidents.

7.0. HAZARD CORRECTION

SLOCOE will take steps to correct hazards in a timely manner. SLOCOE will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated.
- Corrective measures for workplace violence hazards will be specific to a given work area:
- Improve lighting around and at the workplace.
- Posting of signs notifying the public that cameras are monitoring the facility.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or RAVE App.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that 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.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
 - Ensure adequate employee escape routes.
 - Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
 - Establish a policy for prohibited practices, such as bringing weapons to the worksite.
 - Corrective measures for workplace violence hazards will be specific to a given work area.
 - Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site Administrator, Supervisor, Cabinet Member, Human Resources Officer or the Safety Coordinator.

Employee Support Services.

SLOCOE encourages employees to use the SLOCOE confidential employee assistance program(s) (EAP) where they have concerns for themselves or where they have been victims or witnesses to workplace violence. Employees should contact hr-group@slococoe.org and/or hbastidos@slococoe.org for information about the SLOCOE EAP.

8.0. TRAINING

SLOCOE will provide employees with training on the implementation of this Workplace Violence Prevention Plan. This training will be provided when the plan is first established and annually thereafter. Training will be provided to all employees, including administration, managers, and supervisors. This training will include general and job-specific workplace security practices.

Training shall be offered on the following areas:

- How copies of the plan can be obtained at no cost.
- How employees can participate in the development and implementation of the plan.
- The definitions and requirements of Labor Code section 6401.9.
- How employees can report workplace violence incidents or concerns to SLOCOE or law enforcement without fear of reprisal.
- How employees can seek assistance to prevent or respond to violence.
- The violent incident log and how to obtain copies of records.
- How supervisory and non-supervisory employees can comply with the plan in a manner consistent with the SLOCOE's Injury and Illness Prevention Program.

Opportunities SLOCOE has for interactive questions and answers with a person knowledgeable about the plan.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Workplace Violence Prevention Plan. This additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees. Employees experiencing difficulties understanding or accessing training materials are encouraged to contact the WVPP administrator.

9.0. REVIEW AND REVISION OF THE WVPP

The SLOCOE WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.

- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- 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.

10.0. EMPLOYEE ACTIVE INVOLVEMENT

SLOCOE will employ the following policies and procedures to obtain the active involvement of employees and authorized representatives in developing and implementing the plan including the following:

- Identifying, evaluating, and correcting workplace violence hazards.

SLOCOE will have monthly safety meetings that will include employees and employee representatives shall have the opportunity to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. (These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

SLOCOE will also include discussion in the Health Management and Safety Committee through its members and meetings that occur 8 times per year. Each member is a representative within multiple departments that serves as liaison between a department concerns and the HMSC.

- Designing and implementing training.

Employees are encouraged to participate in designing and implementing training programs, and their suggestions and have their suggestions incorporated into the training materials through their participation in the building safety meetings.

SLOCOE will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

- How to obtain a copy of the plan, and how to participate in the development and implementation of the plan.
- The definitions and requirement of SB 553
- How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
- Workplace violence hazards specific to employee's jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to

- avoid physical harm.
- The required violent incident log and how to obtain copies of records.
- An opportunity for interactive questions and answers with a person knowledgeable about our WVPP plan.

Reporting and investigating workplace violence incidents.

Please refer to section 3.0 within this plan [3.0 refers to Reporting]

SLOCOE will ensure that all workplace violence policies and procedures within this written plan are communicated to employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. 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.

11.0. EMPLOYEE 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, but are not limited to the following:

- Training employees, supervisors, and managers in the provisions of SLOCOE's WVPP.
- Effective procedures to ensure that supervisory and non-supervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP.

12.0. COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes training on workplace violence prevention policies and procedures.
- Workplace violence prevention training program occurs annually and as required by law.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Information regarding how employees can report a violent incident, threat, or other workplace

violence concern to the law enforcement without fear of reprisal or adverse action.

- Information regarding SLOCOE non-retaliation policy including that SLOCOE will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to the direct Supervisor, Cabinet Member, Human Resources or Safety Coordinator. Those receiving the report will promptly inform the WVPP administrator and Human Resources.
- In an emergency, law enforcement should be contacted right away by dialing 9-1-1. Following this call, the reporting employee should immediately contact their immediate supervisor or cabinet member who shall contact Human Resources Officer or Safety Coordinator.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

13.0. COORDINATION WITH OTHER EMPLOYERS

SLOCOE is committed to coordinating implementation of the Workplace Violence Prevention Plan with other employers, when applicable and appropriate, to ensure those employers and employees understand their respective roles, as provided in the plan. Methods SLOCOE shall employ, where applicable, include, but are not limited to:

- Requesting the contact information of the person or persons responsible for implementing the Workplace Violence Prevention Plan for applicable other employers.
- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- As needed and when appropriate, SLOCOE will confer with other employers and public agencies regarding workplace violence incidents and plans to prevent future occurrences of workplace violence.

14.0. ACCESS TO RECORDS

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

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

Copies of these records can be requested by contacting the Human Resources at hr-group@slococoe.org

15.0. RECORDKEEPING

The SLOCOE will:

- 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 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 Labor Code section 6401.9, subdivision (f), shall be made available to Cal/OSHA upon request for examination and copying.

16.0. EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (“CCR”), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, SLOCOE will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, James Brescia, Ed. D., Superintendent of SLOCOE, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

James Brescia

Jul 22, 2024

James Brescia, Ed. D.,
Superintendent



Appendix A SLOCOE Workplace Violence Reporting Form

This internal, confidential form is to be completed by the District employee(s) investigating the incidents related to workplace violence. Please note this is **not** the Violent Incident Log. The Violent Incident Log must separately be completed for every instance of workplace violence and is a publicly available document.

Report submitted by:	Date:
Job Title:	Email/Telephone:

Date of Incident:	Time of incident:
Address/Location of Incident:	

Classification/Where Incident Occurred

(Please Describe whether office, classroom, playground, parking lot or other location)

Individuals Involved in or Witnessing the Incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim	<input type="checkbox"/> Assailant
Title:	Title: (if applicable)
Immediate Supervisor:	Immediate Supervisor

	(If applicable)
Contact:	Contact:
Name:	Name:
<input type="checkbox"/> Witness	<input type="checkbox"/> Witness
Title: (if applicable)	Title: (if applicable)
Immediate Supervisor (if applicable)	Immediate Supervisor (if applicable)
Contact Information or Parent Contact if Student Witness:	Contact Information or Parent Contact if Student Witness:

Assailant Relationship to Employee

<input type="checkbox"/> Co-worker	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Consultant/Independent Contractor	<input type="checkbox"/> Student
<input type="checkbox"/> Family/acquaintance of Student	<input type="checkbox"/> Family/acquaintance of Employee
<input type="checkbox"/> Other (specify i.e. family member, current or former partner, stranger): _____	

Detailed Description of incident

Nature of Incident (Check all that apply)

<input type="checkbox"/> Stalking
<input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress

<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Armed Assault - Use of object as weapon (specify):
<input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify):
<input type="checkbox"/> Verbal Harassment
<input type="checkbox"/> Threats of Physical Violence
<input type="checkbox"/> Animal Attack (specify):
<input type="checkbox"/> Other (specify):

Threats of Violence - How was the threat of violence communicated to the victim?
(If applicable, check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)			

Victim Injury (Check all that apply)

<input type="checkbox"/> Physical injury – No medical care required
<input type="checkbox"/> Physical Injury - Medical care required

Initial Response or Follow-up Activity

Include detailed description, including whether law enforcement or security was called and what actions were taken to protect employees from continuing threat.

WVPP Final 7 10 24 for signature

Final Audit Report

2024-07-22

Created:	2024-07-16
By:	Karla Knuckles (kknuckles@slocoe.org)
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