



## REPORTING WORKPLACE VIOLENCE

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Procedure: PRO-100-40-1-HR • Effective Date: September 1, 2015 • Res. #

Cancels: • Reference: Workplace Violence Prevention Program

### Action By

### Action

Employee

1. If imminent danger exists, call 911, and/or press panic buttons.
2. Notify the supervisor of the incident.
3. Cooperate with law enforcement and/or the Incident Team.
4. Complete the Whitman County Violent Act/Threat Report Form and submit it to the supervisor.

Supervisor

5. If imminent danger exists, call 911 and/or press panic buttons.
6. Submit the Whitman County Violent Act/Threat Report Form to Human Resources.
7. Notify and cooperate with law enforcement and/or the Incident Team.
8. Consult with the Incident Team for advice and assistance in developing a strategy for addressing the issue.
9. When appropriate, develop a workplace safety plan in consultation with the victim, the Employee Assistance Program, Incident Team, and other appropriate resources.
10. Investigate the incident or request assistance from Human Resources for investigation. (Human Resources will contact the supervisor about an investigation after reviewing the Violent Act/Threat Report Form)
11. Take steps to protect the victim. This may include, but is not limited to:
  - 11.1 Temporarily adjusting or changing work schedules;
  - 11.2 Temporarily changing work stations;
  - 11.3 Grant accrued or unpaid leave within the provisions of county policy, and collective bargaining agreements, to allow employees who are victims of domestic violence to obtain

medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;

11.4 Placing the accused on paid administrative leave until an investigation is complete;

11.5 Other assistance as may be deemed reasonable and appropriate by management.

12. If provided with a current court order prohibiting contact between the involved parties, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
13. To the extent possible, treat information about the victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.
14. Take reasonable and practical steps to provide for the safety of other people present in the workplace.
15. Once an investigation is complete, determine if corrective action or discipline is appropriate.
16. Consult the Whitman County Workplace Violence Prevention policy and Program.