

Workplace Violence Flowchart

A

Workplace Violence Flowchart Subject “Non-employee”

Employee/Supervisor becomes aware of a workplace incident where the subject appears to pose a workplace violence threat but either (1) has no relationship to the Department, (2) is an ex-employee, (3) is a service recipient, or (4) is the relationship partner/ex-partner of an employee.

B

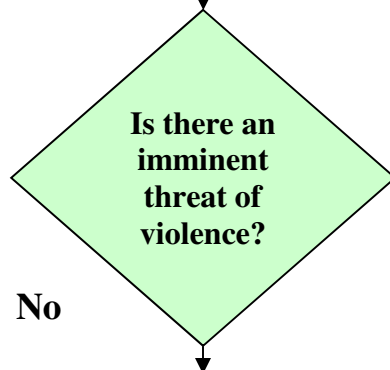
Workplace Violence Flowchart Subject Employee

Employee/Supervisor becomes aware of an incident where the subject is a current employee of the Department and appears to pose a workplace violence threat.

A

Workplace Violence Flowchart Subject “Non-employee”

Employee/Supervisor becomes aware of a workplace incident where the subject appears to pose a workplace violence threat, but has (1) no current relationship to the Department, (2) is an ex-employee, (3) is a service recipient, or (4) is the relationship partner/ex-partner of an employee.



Yes

1. Call 911.
2. Contact Safety Division Representative at 24 hour contact number (951) 955-3520.
3. Secure safety of employees and/or public. Evacuate area if necessary.

No

1. Employee/Supervisor completes Workplace Threat Incident Report form (WTIR) and notifies Safety Division (if not already done) and HR Service Team Manager.
2. Safety Division Representative completes Workplace Violence Threat Worksheet (WVTW) and sends both forms to Employee Assistance Services psychologist.

Minor or No Threat – Safety Division Representative reviews/compares previous WVTW and Site Safety Evaluations.

Questionable Threat – Safety Division Representative obtains consult with psychologist at Employee Assistance Services at (888) 829-8999. After hours crisis consultation available at (951) 686-4357.

Serious Threat – Safety Division Representative notifies law enforcement.

Updated 04/13/2015

1. Safety Division Representative notifies Supervisor/HR Service Manager, EAS Psychologist and Assessment Office Psychologist of rating.
2. If necessary, “in person” or conference call consult meeting occurs between involved parties. Potential participants include: immediate Supervisor, HR Service Team Manager, EAS Psychologist, Employee Relations representative, Assessment Office Psychologist, and/or Safety Division Representative.
3. EAS and Assessment psychologists assess for possible “duty to warn” obligations and implement if appropriate.
4. Safety Division Representative consults with EAS Psychologist regarding training, critical incident stress management assistance for impacted personnel and/or counseling for employee(s), if appropriate.

At County facility or while in field?

County Facility

In Field

Safety Division Representative

1. Conducts site security assessment.
2. Establishes site safety plan.
3. Conducts employee awareness training.

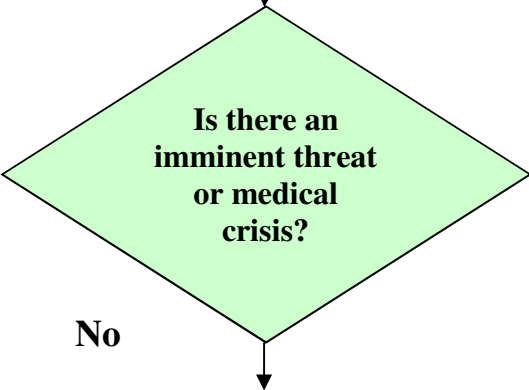
Safety Division Representative

1. Reviews and/or revises Department SOP.
2. Evaluates employee training.

1. Safety Division Representative adds event to Safety Division database.
2. Safety Division Representative sends brief summary to HR Service Manager.
3. HR Service Team Manager obtains consult with Employee Relations Mentor (if appropriate).
4. HR Service Team Manager uploads brief summary of actions taken into Employee Relations Database and notifies HR Director and Supervisor of outcome.

B Workplace Violence Flowchart Subject Employee

Employee/Supervisor becomes aware of an incident where the subject is a **CURRENT** employee of the Department and appears to pose a workplace violence threat.



Yes

1. Call 911.
2. Notify Safety Division Representative at 24-hour contact number (951) 955-3520.
3. Secure safety of employees and/or public. Evacuate area if necessary.

No

1. Employee/Supervisor completes Workplace Threat Incident Report form (WTIR) and sends form to Safety Division (if not already done), HR Service Team Manager, Employee Assistance Services and Assessment Office Psychologists.
2. Safety Division Representative completes Workplace Violence Threat Worksheet (WVTW) and sends to Employee Assistance Services Psychologist and Assessment Office Psychologist.

Minor or No Threat – Safety Division Representative reviews/compares previous WVTW and Site Safety Evaluations.

Questionable Threat – Safety Division Representative obtains consult with psychologist at Employee Assistance Services at (888) 829-8999. After hours urgent consultation available at (951) 686-4357.

Serious Threat – Safety Division Representative notifies law enforcement.

1. Safety Division Representative notifies Supervisor/HR Service Team Manager, EAS Psychologist and Assessment Office Psychologist of rating.
2. If necessary, “in person” or conference call consult meeting occurs between involved parties. Potential participants include: immediate Supervisor, HR Service Team Manager, EAS Psychologist, Employee Relations representative, Assessment Office Psychologist, and/or Safety Division Representative.
3. EAS and Assessment psychologists assess for possible “duty to warn” obligations and implement if appropriate.
4. Assessment Psychologist gathers additional information if warranted and offers initial recommendation to HR Service Team Manager.

Formal Threat Assessment (TA) recommended

1. HR Service Team Manager, in consultation with agency, initiates TA.
2. Employee may be placed on administrative leave pending Threat Assessment.
3. Supervisor/HR Service Team Mgr. provides Assessment Office Psychologist with:
 - a. Write up of incident
 - b. Relevant personnel records
4. Assessment Office Psychologist conducts interviews with supervisor, witnesses and subject (if he or she permits) within one week.
5. Assessment Office Psychologist generates brief report documenting incident and assessment results. Report provided to Deputy Human Resources Director, with courtesy notification sent to HR Service Team Manager, who discusses final HR decision with agency.

Fitness for Duty (FFD) evaluation recommended

1. HR Service Team Manager, in consultation with agency, sends request for FFD to HR Director.
2. Employee placed on administrative leave pending FFD. Referral letter generated.
3. Occupational Health obtains signed releases and provides medical records and relevant personnel records to Assessment Office Psychologist.
4. Employee attends formal testing and interview with Assessment Office Psychologist.
5. Psychologist interviews collateral contacts and gathers additional records as needed.
6. Written report identifying subject as “Fit” or “Not Fit,” with or without restrictions, is sent to Service Mgr for Employee Relations who consults with HR Director for final disposition.
7. Service Mgr for Employee Relations notifies HR Service Team Manager, who discusses final outcome with agency.

Recommendation to address as a disciplinary issue

HR decides appropriate disciplinary action.

