Workplace Violence Prevention Plan

Per CA SB 553 (c) (1) (A)
“An employer shall establish, implement, and maintain an effective workplace violence prevention plan.”

1. Definitions

- **University**: California State University Sacramento, its main campus, properties separate from the main campus that are under the control of the University, and all properties on and off campus under the control of a University Auxiliary.

- **Campus Community**: All persons, employees, students or members of the public who work, reside, utilize or visit the University at any time for any legitimate reason associated with the University.

- **Workplace Violence Prevention Plan (WVPP)**: A University procedure that meets the requirements of CA SB 553 (c)(1)(A) and that is posted as an Appendix to the University Injury and Illness Prevention Plan (IIPP).

- **Workplace Violence Hazard**: An incident involving an interaction between persons associated with the Campus Community that involves violence or threatened violence, that can be classified either as an Incident of Concern or a Criminal Behavior Incident.

- **Criminal Behavior**: Actions by an individual that can be identified by the University Police (UPD) as allegedly criminal, including but not limited to behaviors such as all forms of assault, physical harm, brandishing a weapon, using a weapon or object to harm another person, creating a public safety hazard, or interfering with the peaceful operation of the campus.

- **Incident of Concern**: An interaction involving a member of the campus community, including but not limited to an employee, a student, or a member of the public in which a person is allegedly assaulted, feels threatened with potential violence either verbally, physically, or with an unseen weapon, physically bullied or aggressively abused psychologically, or has had the belief created by the interaction that there can be future retaliation including a violent act.

- **Workplace Violence Hazard Reporting System (WVHRS)**: A University Procedure that enables all applicable incidents to be collected into the University Violence Incidence Log (VIL) and then be collated and assessed by University Risk Management, which reports the VIL assessment to University executives and UPD.

- **Behavioral Intervention Team (BIT)**: The University Behavioral Intervention Team is a multidisciplinary team, which meets regularly to monitor reports of students of concern and track patterns, behaviors, and disturbances to groups or individuals. The team can perform a threat assessment and determine the appropriate response and mechanism to intervene and respond to a crisis or concerning behaviors.

- **Human Resources Workplace Violence Incident Assessment Team**: University Human Resources (HR) team that gathers reports of violence or potential violence, disturbing behaviors or threats that might occur involving one or more University employees and provide assessments and
recommendations to reduce any potential or existing threats. University Auxiliaries Human Resources are to provide similar assessments, and both University and Auxiliary HR teams work in coordination with UPD.

- **Workplace Violence Hazard Prevention Plan Review:** University Risk Management reviews the WVPP and WVHRS, monitoring the effectiveness of procedures, forms, and processes, then develops recommendations for continuous improvement of the WVPP as necessary, and reports this Annual Review to the Executive Safety Committee (ESC), the University President, Cabinet, and leadership of UPD, HR and Student Affairs.

- **Title IX Violation:** The University has existing programs processes and procedures for reporting, assessing, investigating, and adjudicating Title IX violations, and these are in their entirety unchanged by this WVPP. Incidents reported as Title IX violations may be cross referenced to the WVHRS and/or UPD by the Title IX Officer if appropriate.

- **Clery reportable:** According the Clery Act, an Incident of Concern or an Incident of Criminal behavior may be reportable under the Clery Act. The UPD has existing procedures for identifying, collecting and reporting incidents that are classified as Cleary Act Reportable, and these procedures are independent from this WVPP, and will continue as they are currently implemented.

- **Public Information Officer (PIO):** The University spokesperson who provides public and media with any information about Incidents of Concern or Incidents of Criminal Behavior in direct coordination with UPD, and University executives as needed.

### 2. University Contact Information

- University Police: 916-278-6000.
- Sacramento Police: 911
- The University BIT online report form: [BIT Report form](#)
- Contact University Human Resources: [Report to Human Resources](#)
- Risk Management Safety Hotline: 916-278-2020
- Risk management Incident Report Form: [Injury on Campus Report Form](#)
- Title IX complaint form: [Online Complaint Form](#)

### 3. Identify Workplace Violence Situations

- All members of the campus community may report and identify potential workplace violence hazards or incidents.
o Training will be provided so that employees will have received appropriate information enabling them to report any incidents or threats they experience or witness even if they don’t rise to the level of criminal behavior.

o Students will receive information about when and how to report any violence incidents.

o A workplace violence assessment by a University department (UPD, HR, BIT) considers any precursor incidents, activities or reports that suggests a potential for violent, aggressive, or damaging behavior.

o Incidents of Concern involving only students are investigated by BIT, will include, depending on the situation and level of aggression involved, student counseling, HR, and UPD for the purpose of identifying whether the incident is reportable as workplace violence, and performing a threat assessment and determining the appropriate response and mechanism to intervene and respond to a crisis or concerning student behavior.

o Incidents of Concern involving only employees are investigated by HR as the lead department utilizing the HR Workplace Violence Assessment and Response Team.

o UPD responds to any violent incident involving criminal or potentially criminal behavior.

o UPD, HR and BIT monitor trends in university related violence incidents.

o For Incidents of Concern involving only employees that do not rise to the level of criminal behavior, HR will monitor trends.

o For Incidents of Concern involving only students that do not rise to the level of criminal behavior, BIT will monitor trends.

o For Incidents of Concern involving any combination of employee, student or member of the public any trends will be monitored by UPD, HR or BIT as appropriate for the persons involved.

o UPD monitors trends for incidents that involve criminal behavior for any combination of employee, student or member of the public.

4. **Evaluate Workplace Violence Situations**

o Each assessment organization that receives a report of an Incident of Concern or a criminal behavior report will assess the severity and likelihood of violence for each identified incident of concern or report of criminal behavior. Assessments can be referred between the BIT, HR, or UPD as necessary.

o Consider the psychology, habits and proclivities of concerns and threats being assessed.

o The assessment may also consider the location and time of potential incidents, the nature of the work, and the characteristics of the workforce.

o Any University department can request that the UPD take the lead in such an assessment when there are precursor incidents, activities or reports that suggests a potential for more aggressive or damaging behavior.
Depending on the nature of the assessed threat by university officials, social media and any personal connections may be immediately assessed by UPD or other authorized Departments for warning signs or flags.

Regularly review and update the hazard evaluation in light of new information or changes in the workplace.

The assessments will use California state law to define the 4 types of workplace violence as follows:

1. “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.

2. “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

3. “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.

4. “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.

5. Correct Identified Hazards

Assessments by HR or BIT may result in those departments organizing a plan to address any identified hazard situation.

BIT, HR or UPD can request changes to the physical environment, adjustments to work practices, supervision, or provision of additional training to staff as appropriate.

Students can be referred to Student Counseling and Student Affairs for counseling and if necessary, further disciplinary action.

Employees can be referred to counseling, or receive counseling information from Human Resources.

Human Resources has the authority and methods to initiate any disciplinary actions warranted by the employee behavior, including dismissal.

If the workplace violence hazard is assessed to be the result of criminal behavior, the UPD can initiate and coordinate a criminal justice response with the appropriate Sacramento authorities.

If addressing the identified workplace hazard involves the need for a restraining order, the specifics of California Law SB 553 (2023) for restraining orders will be followed by UPD.

6. Communications

In the event of catastrophic workplace violence incident, set up immediate PIO operations coordinated to all police and law enforcement services.
In the event of catastrophic workplace violence incident, set up communications organization for all executives and campus President so that they are fully coordinated with law enforcement, and do not speak with media unless authorized and coordinated with Incident Command.

In the event of catastrophic workplace violence incident, set up phone banks and hotlines for the families of the students to check on their situations utilizing Black Swan services.

Communication Department operates with the PIO managing any appropriate social media.

In the event of catastrophic workplace violence incident, UPD and any mutual aid agencies arrange to secure the area where the incident occurred to preserve evidence for the investigation and to prevent unauthorized persons from using the area for unauthorized media purposes.

Employees and their representatives who request information about a Incident of Concern or a Criminal Incident will be informed of the results of the investigation and any corrective actions to be taken within the guidelines of the UPD the OGC to preserve investigation integrity.

7. Incidence Log

Implement a University Workplace Violence Hazard Reporting System with a reporting form. The form, which is to be submitted only by University departments tasked with reviewing and investigating reports (UPD, HR, SC) and incidents is available here: (WVHRS)

The forms generated by the WVHRS will be collated into a Violence Incident Log (VIL) that will be maintained and reviewed by Risk Management for trends, and for the annual Plan Review.

The VIL will be shared with the CSU OGC at the intervals set by the CSU.

Information that is recorded in the VIL for each incident shall be based on, but not limited to information from the employees who were involved or witnessed the incident, and on preliminary investigation findings.

The VIL shall omit any personally identifying information 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 any person’s identity.

The information recorded in the VIL shall include all of the following:

1. The date, time, and location of the incident.
2. The workplace violence type or types as described in Section 3.
3. A summary description of the incident.
4. A classification of who committed the violence.
5. A classification of circumstances and location.
6. The type of incident, according to State law that specifies determining the following:
1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

3. Threat of physical force or threat of the use of a weapon or other object.

4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

7. A summary of ant response to the incident, including, but not limited to:
   1. Whether UPD, HR, or BIT was contacted.
   2. Any immediate actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

8. Information about the person completing the VIL, including their name, job title, and the date completed.

9. The information in the VIL is subject to review by the CSU OGC for Attorney Client Privilege.

10. The information in the VIL will be limited for the purpose of avoiding and preventing any unintended identification of any individuals, according to State law.

8. Investigation

   o UPD will investigate each incident that has criminal behavior and coordinate with local, county, state and federal law enforcement agencies as needed.

   o For incidents involving only employees, including faculty, that don’t rise to the level of criminal behavior, Human Resources investigates incidents.

   o BIT investigates incidents involving only students.

   o UPD, HR, and BIT may coordinate an investigation for incidents involving any combination of students, employees, or members of the public, and they may also coordinate with University Risk Management, CSU Risk Management, and the CSU Office of General Counsel (OGC).

   o Depending on the investigating lead agency, and the scope of the incident, the investigation may take an extended period of time, and there may be preliminary investigation finding releases before a final investigation report.

   o Investigation findings are released to the public only when possible without jeopardizing any ongoing investigation or jeopardizing any OGC attorney priviledges.

   o UPD within CSU system guidelines for privacy and attorney client privilege, conducts investigations as warranted by the behavior of the individuals involved, and works in coordination with BIT, HR and as appropriate University Risk Management, OGC and CSU Risk Management to address any identified violence hazards that may be mitigated.
In addition to law enforcement and judicial aspects of a crime incident, the University President may determine that an independent non-law enforcement review of the incident is warranted.

If a non-law enforcement review is initiated, the President will determine, in consultation with CSU OGC how and when the resulting report will be provided to campus stakeholders, and the public.

9. Training:

All University employees will receive training that provides them with the knowledge and understanding of the Workplace Violence Prevention Plan, where it can be found for ongoing reference, their rights and responsibilities within the Plan and how to respond in the event they are involved in a workplace violence incident.

Employees will receive the training on an annual basis through the University Learning Management system.

University Students will receive awareness information that provides them with knowledge of the Workplace Violence Prevention Plan at the start of each academic semester.

The training for employees will consist of the following elements:

1. The employer’s plan, 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.

2. The definitions and requirements.

3. How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.

4. Workplace violence hazards specific to the employees’ jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.

5. The violent incident log and how to obtain copies.

6. An opportunity for interactive questions and answers with a person knowledgeable about the employer’s plan.

10. Incident Response

Provide immediate assistance to any victims of workplace violence.

In the event of criminal behavior, University Police provides security in coordination with mutual aid assistance from Sacramento area law enforcement services as needed.

In the event of criminal behavior leading to injuries, any victims of workplace violence are triaged and provided first aid, and medical services as needed.

Secure the area where the criminal incident occurred to preserve evidence for an investigation.

Provide psychological support, or referral to counseling services for any students or employees who require this support, with students utilizing Student Counseling and employees utilizing the Employee Assistance Program.
o Medical issues for employees may be addressed through Worker’s Compensation (WC) or through Deadly Weapon insurance if the WC and insurance criteria are met.

o OSHA log issues are managed by the University WC carrier and are coordinated through WC.

o Medical issues for students and members of the public may be addressed through Deadly Weapon insurance if the insurance criteria are met.

o In the event of a significant violence incident, Counseling may be available for employees and students for at least a year post-incident utilizing Deadly Weapon insurance if the insurance criteria are met.

o CSU Office of General Counsel and Risk Management staff manage claims and any litigation that may arise from the incident and utilize Deadly Weapon insurance as needed if the insurance criteria are met.

o In the event of a significant violence incident, CSU Office of General Counsel and Risk Management will consult with the University President and Cabinet to manage any post-incident building use issues and may utilize Deadly Weapon insurance if the insurance criteria are met.

o In the event of a significant violence incident, the University may consider any manner and form of a potential memorial object or activity, and can utilize Deadly Weapon insurance as needed if the insurance criteria are met.

o The University, through its Deadly Weapon insurance program can aid and counseling for any trauma issues for victims of violence when a workplace violence defendant goes on trial if the insurance criteria are met.

11. Plan Review

o The plan shall be reviewed by Risk Management at least annually, or when a deficiency is observed or becomes apparent.

o A summary of this review will be made public at a regularly scheduled meeting of the Executive Safety Committee. (ESC), and provided to the University President and Cabinet.

o Records created by this plan, including the Violence Incident Log will be retained for 5 years.