



**SAN LEANDRO UNIFIED SCHOOL DISTRICT
WORKPLACE VIOLENCE PREVENTION PROGRAM**

Last Revision Date: November 7, 2024

Workplace Violence Prevention Program

The San Leandro Unified School District (SLUSD) is committed to our employees' safety and health. We will not tolerate any form of violence in the workplace and will endeavor to prevent violent incidents from occurring and/or addressing such incidents if they should occur by implementing this Workplace Violence Prevention Program (WVPP).

Section 1: Definitions

As used in this WVPP, the following definitions apply to these terms:

- "Workplace violence" means any act of violence or threat of violence that occurs at the workplace, other than lawful acts taken in self-defense or defense of others. This includes:
 - (1) The threat or use of physical force against an employee resulting in, or having a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an actual injury; or
 - (2) An incident involving the 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 actual injury
- "Threat of violence" means a statement or conduct that (i) serves no legitimate purpose, and (ii) causes a person to fear for their safety because there is a reasonable possibility the person might be physically injured
- "Type 1 violence" is violence committed by strangers or non-employees with no legitimate reason to be at the workplace

- “Type 2 violence” is violence committed by the persons to whom you are providing services such as parents, students, siblings, guests, community members
- “Type 3 violence” is violence committed by current or former employees
- “Type 4 violence” is violence committed by persons who have a personal or familial relationship with an employee
- “Environmental risk factors” means factors in the workplace or its surrounding areas that may contribute to the likelihood or severity of a workplace violence incident. These can include rules, regulations, staffing levels, provisions for dedicated safety personnel, and employee training
- “Specific risk factors” means factors specific to an individual (such as drug or alcohol use, past violent behavior, or a psychiatric or physical condition) that may increase the likelihood or severity of a workplace violence incident

Section 2: Responsibility

1. The WVPP will be administered by the Director of Personnel Services (“hereinafter referred to as the WVPP Administrator”). The WVPP Administrator has been assigned and provided the authority and responsibility for implementing the provisions of this WVPP.
2. Directors, Managers and Supervisors are responsible for implementing and maintaining this WVPP in their work areas and for answering questions about it. A copy of this WVPP will be distributed to all employees, posted on the employee website, and will otherwise be available upon request. Employees will be timely informed of any updates or revisions to the WVPP.

Section 3: Employee Participation & Communication

1. SLUSD believes that to maintain a safe, healthy and secure workplace there should be open communication among employees, including Directors, Managers and Supervisors, on all workplace safety, health and security issues. SLUSD considers as valuable and important, employee input about (i) workplace violence hazards, (ii) how to investigate, train for and address those hazards, and (iii) how to implement, maintain and improve the WVPP.
2. Employees may, at any time, provide input or convey their concerns about matters relating to this WVPP or workplace violence, including (i) the identification, evaluation and correction of workplace violence hazards, (ii) training, and (iii) the reporting and investigation of workplace violence incidents. Among the ways employees can communicate their views or concerns are by providing them:
 - Directly to the WVPP Administrator
 - Directly to supervisors

- During regularly scheduled staff meetings; or
- During an employee survey concerning the effectiveness of the WVPP that SLUSD will conduct annually and include all employees, as well as, collective bargaining representatives

Section 4: Compliance

1. Employees are prohibited from engaging in any threats or physical actions which create a security hazard for others in this workplace. All employees are expected to follow and comply with this WVPP and its provisions and to maintain a safe and secure workplace.
2. To help ensure that employees, including Directors, Managers and Supervisors, are complying with the provisions of this WVPP, SLUSD will inform employees of the contents of the WVPP, and periodically review the implementation of the provisions of the plan.

Section 5: Reporting Incidents

1. In emergency situations, employees will immediately report any workplace violence incident to the San Leandro Police Department by calling 911. The employee(s) will also report the incident to the WVPP Administrator and their immediate supervisor. All District notification procedures currently in use will be followed.
2. In non-emergency situations, employees will immediately report any workplace violence incident to the WVPP Administrator and their immediate supervisor. In addition, the WVPP Administrator, immediate supervisor and/or employee(s) will report the incident to the San Leandro Police Department by calling (510) 577-2740.
3. Upon being contacted by an employee about a workplace violence incident, supervisors will complete the [Workplace Violence Reporting Form-Appendix 1](#). The form will be sent to the WVPP Administrator.
4. Employees are expected to report any incident or occurrence involving workplace violence. No punitive or retaliatory action will be taken against an employee who makes such a report. Employees may make such a report without any fear of reprisal.
5. Employees may seek assistance and intervention from local emergency services or law enforcement when a violent incident occurs. No punitive or retaliatory action will be taken against an employee who seeks assistance and intervention from local emergency services or law enforcement should a violent incident occur.
6. SLUSD may seek a temporary restraining order and an order after hearing on behalf of an employee who has suffered unlawful violence or a credible threat of violence from any individual, that can reasonably be construed to be carried out or to have been carried out at the workplace.

Section 6: Post-Incident Investigation, Response & Recordkeeping

1. The WVPP Administrator or designee(s), will timely investigate the reported incident. The purpose of the investigation is to determine the root cause(s) of the incident, whether the corrective measures developed under the WVPP (for example, the use of alarms or other means of summoning assistance, and response by staff or law enforcement) were effectively implemented and/or complied with, and whether there is a need for additional corrective action(s). The intent of the investigation is not to establish blame, but to ensure a similar incident does not occur in the future.

2. SLUSD employees are expected to cooperate fully and completely in any such investigation. Employees will be timely informed of the results of the investigation and corrective actions, if any, to be taken.

3. In the event there is an actual incident of workplace violence, SLUSD will: (i) provide timely and appropriate medical care or first aid, if needed; (ii) make available individual trauma counseling to all employees affected by the incident; (iii) conduct a timely post-incident debriefing with the involved employees and any other available individuals; (iv) if the incident involved Type 2 violence, review any known specific risk factors and any risk reduction measures that were in place; (v) review whether corrective measures developed under the WVPP were effectively implemented; and, (vi) solicit from employees involved in the incident their thoughts about the cause of the incident and whether any measure would have prevented the injury. SLUSD employees are expected to cooperate fully and completely with any such post-incident response.

4. All workplace violence incidents shall be recorded by the WVPP Administrator on the [SLUSD Workplace Violence Prevention Program Incident Report Log-Appendix 2](#). The Violent Incident Report Log will be maintained by the WPVV Administrator or designee. The following information will be placed into the Log if known, and only to the extent that its inclusion is permitted by and consistent with Federal and/or State law or regulations:

- The date, time and location of the incident
- A description of the incident and any resulting injury
- Whether the incident involved a physical attack, an attack with a weapon or object, a threat of physical force or use of a weapon or object, sexual contact, sexual assault, or a threat of sexual assault
- Whether any medical treatment was required and provided
- The person(s), if anyone, who were involved in addressing the incident
- Whether law enforcement was contacted or involved
- If the incident involved a continuing threat and the actions taken to protect employees

Section 7: Workplace Violence Hazard Assessment – Environmental Risk Factors Assessment

1. SLUSD will complete a WVPP Hazard Assessment, as well as, an WVPP Environmental Risk Factors Assessment according to the following schedule:

- Prior to initiation of the WVPP
- Annually; or
- Upon the occurrence of any of the following events:
 - (1) Whenever a new or previously unidentified hazard is recognized
 - (2) Whenever an incident of workplace violence occurs; or
 - (3) Whenever new workplace practices (e.g., office procedure, work schedule change, office location change, office remodel) are introduced or adopted

2. These assessments will be completed by the SLUSD Hazard Assessment Team. The Hazard Assessment Team will be comprised of the following staff members:

- WVPP Administrator (Chair)
- Director of Building and Grounds
- Director of Family and Student Support Services
- Director of Educational Services
- Director of Safety and Emergency Services
- Chief Technology Officer

3. Assessments will take into account and consider all prior workplace violence incidents that occurred in SLUSD during the preceding 12 months, regardless of whether the incident resulted in an actual injury.

4. Assessments will be documented on the [SLUSD Workplace Violence Prevention Program Hazard Assessment Checklist-Appendix 3](#) and [SLUSD Workplace Violence Prevention Program Environmental Risk Factors Checklist-Appendix 4](#).

5. An evaluation of the safety issues identified as a result of the assessments, recommendations for corrective measures, and a timeline for implementation will be conducted according to Section 7,#1 above.

6. SLUSD will (i) take immediate measures to protect employees from any imminent workplace violence hazard it identifies, and (ii) take measures to protect employees from any identified serious hazards within seven (7) days of its discovery. If an identified corrective measure cannot be implemented within this time frame, SLUSD will take interim corrective measures in an effort to mitigate the imminent or serious nature of the workplace violence hazard until such time as the permanent corrective measure can be put into place.

7. The WVPP Hazard Assessment Checklist and the WVPP Environmental Risk Factors Checklist will be forwarded to the Superintendent for review and direction on all actionable items included in the assessment.

Section 8: Training

All current and new SLUSD employees, whether permanent or temporary, will receive training and instruction on general and job specific workplace violence hazards, the safety and corrective practices SLUSD has implemented, including activities that each employee is expected to perform under this WVPP. Training will be provided verbally and through written and/or online materials. Subject to any limitations imposed by, and to the extent permitted by and consistent with, federal and/or state labor laws or regulations, training and instruction will be provided as follows,

- Basic workplace violence training and instruction will be provided:
 - (1) To all employees at the time this WVPP is first established, and at least annually thereafter
 - (2) To a newly hired, assigned or transferred employee who has not previously received training and instruction
 - (3) When an employee is assigned to a new job duty or activity, the employee will be provided with training and instruction about the workplace violence hazards associated with the new duty or activity
 - (4) When new equipment or new work practices are introduced, employees will be provided training and instruction specific to any new workplace violence hazards associated with the equipment or practices; and
 - (5) When a new or previously unrecognized workplace violence hazard is identified, employees will be provided with training and instruction concerning the hazard

- To the extent applicable, basic training and instruction will include, but is not limited to, the following:
 - (1) An explanation of this WVPP and its provisions, and how to obtain or access a copy of the WVPP
 - (2) An explanation of the risk factors identified in the most recent environmental risk factors assessment, and the corrective or safety measures taken to address identified hazards
 - (3) How to identify situations with a potential for workplace violence and possible response strategies
 - (4) Strategies for responding to and protecting oneself during a workplace violence incident
 - (5) Instruction on what to do in the event of an alarm or other notification of emergency, including training in the use of safety and security systems

- (6) How SLUSD will respond to and address workplace violence incidents
 - (7) How to report concerns, threats and incidents to SLUSD, San Leandro Police Department or outside law enforcement
 - (8) How to participate in the development or review of the WVPP
 - (9) The resources available to employees for coping with incidents of violence; and
 - (10) A question and answer period for employees
- Employees who are assigned to respond to alarms or other notifications of violent incidents or whose assignments involve confronting or controlling persons exhibiting aggressive or violent behavior will also be provided with the following additional training. The additional training will be provided before their initial assignment and at least annually thereafter. The additional training will, to the extent applicable, include the following:
 - (1) General and personal safety measures
 - (2) Aggression and violence predicting factors
 - (3) The Assault Cycle
 - (4) Characteristics of aggressive and violent persons
 - (5) Maneuvers to defuse and prevent violent behavior
 - (6) Strategies to prevent physical harm; and
 - (7) Restraining techniques

Section 9: Annual Review

1. SLUSD will review the effectiveness of the WVPP at least annually. In conjunction with its annual review, SLUSD will (i) review its WVPP Incident Report Log; (ii) perform the hazard and environmental risk factor assessments set out in Section 7; (iii) survey its supervisors and employees to identify any additional issues not identified by the records review and the assessment; and, (iv) if necessary, implement corrective measures.
2. The Hazard and Environmental Risk Factor Assessments will include an evaluation of (i) whether SLUSD and its staff are sufficient to address the risk of workplace violence, (ii) whether the security systems (such as technological safety and security systems, alarms, emergency plans and police response) are adequate; (iii) whether the risk, likelihood or severity of a workplace violence incident had increased or materially changed since the last assessment; and, (iv) whether new and additional workplace violence risks specific to SLUSD and its surrounding areas (such as parking lots) had become known or developed since the last assessment.
3. The Annual Review will be documented on the [SLUSD Workplace Violence Prevention Program Annual Review and Recommendations Report-Appendix 5](#)

