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**Workplace Violence Checklist**

* **Does your workplace have a workplace violence team?**
	+ **Is the CEO/Senior Executive Involved?**
	+ **Human Resources Director?**
	+ **Bargaining Unit(s)?**
	+ **First Line Supervisors?**
	+ **Middle Managers?**
	+ **Line Employees?**
	+ **Security?**
	+ **Medical?**
	+ **EAP/Psychological Consultants?**
	+ **Facilities Maintenance?**
	+ **Security/Investigators?**
	+ **Subject Matter Expert?**
	+ **Legal?**
	+ **External Resources?**
* **Does your workplace have policies, procedures, and rules regarding workplace violence?**
	+ **Is there a clear policy statement?**
	+ **Is there a specific policy regarding bullying?**
	+ **Are the rules and penalties clear?**
	+ **Are penalties evenly applied?**
	+ **Do you have routine as well as emergency procedures in place?**
		- **Clear authority for activating the team?**
* **Is workplace violence an integral consideration in the recruitment and selection of personnel?**
	+ **Do you conduct background investigations?**
		- **Do you have follow-up capability in background investigations?**
		- **Does your investigator have training in investigations?**
	+ **Does your workplace have a clear disqualification standard for past behavior?**
	+ **Does your workplace have a clear policy with respect to hiring employees in a violent relationship?**
* **Are workplace violence considerations factored into the physical plant?**
	+ **Design considerations in new construction?**
	+ **Access control systems?**
		- **Terminated employee exclusion?**
		- **Tailgate prevention?**
	+ **Security Lighting?**
	+ **Burglar alarms, robbery alarms, panic alarms?**
	+ **Video surveillance system?**
		- **Is it monitored?**
		- **Is it recorded?**
		- **Is it high quality? Streaming?**
	+ **Physical barriers in place?**
	+ **Safe rooms?**
	+ **Ballistic protection where needed?**
	+ **Robbery prevention equipment?**
* **Threat Assessments**
	+ **Has a physical plant and environmental threat assessment been done?**
	+ **Do you have the capability of conducting personnel threat assessments on demand?**
	+ **Is a full report of threat assessments provided to the workplace violence team?**
* **Training**
	+ **All personnel trained in policies, rules?**
	+ **Emergency procedure training?**
	+ **Supervisors, managers trained in recognizing danger signs and initial steps?**
	+ **Supervisors and managers trained in domestic violence recognition and referrals?**
	+ **Are investigators trained in investigations and follow-up?**
* **Victim Treatment Available?**
	+ **Support for employees who are victims?**
	+ **Support for victims of domestic violence?**
		- **Greatest danger when leaving abuser**
	+ **EAP program access**
* **Personnel Investigations Standards and Procedures?**
	+ **Are investigators properly trained?**
	+ **Are there clear rules for confidentiality and sanctions for violating confidentiality?**
	+ **Is an investigative plan required?**
	+ **Are sworn statements taken?**
	+ **Is a thorough written report required?**
		- **Is the report directed to top leadership?**
	+ **Is the investigator given clear authority from the top executives?**
		- **Is there a letter of authority?**
		- **Are there clear sanctions for failing to cooperate in an investigation?**
	+ **Does legal review the investigation before action?**
* **Offender Treatment**
	+ **Is the offender given paid leave during investigation?**
	+ **Does the offender have access to EAP during investigation, suspension, or termination interval?**
	+ **Does someone maintain contact with the offender during this interval?**
		- **Bargaining unit perhaps**

* + **Is the offender given clear and detailed written notice of the proscribed behavior, and if retained, the consequences of repeat violations?**
* **Hostile Termination**
	+ **Is the workplace violence team convened to consult when a hostile termination is imminent?**
	+ **Do you have a plan and procedure for hostile terminations, governing actions before, during, and after the offender is notified?**
	+ **Do you have internal or external security personnel available and present?**
	+ **Is an individual threat assessment conducted prior to initiating a hostile termination?**
	+ **Are all employees immediately notified that the individual is no longer employed?**
	+ **Is the employee given notice of pay and allowances due, final pay date, and appeals processes available?**
	+ **Do you have the capability to immediately remove the employee’s access to the facility, data bases and accounts?**
	+ **Do you have immediate availability of armed professionals to provide direct protection support?**
	+ **Are there follow up security procedures beyond the date of termination?**

**Workplace Violence Prevention**

**Suggested Readings**

**Grossman, David A. 2009. On Killing: The Psychological Cost of Learning to Kill in War and Society. NY: Hachette Book Group**

**Braverman, Mark. 1999. Preventing Workplace Violence: A Guide For Employers and Practitioners. Thousand Oaks, CA: Sage**

**Roche, Mike. 2013. Mass Killers: How you can identify workplace, school, or public killers BEFORE they strike. Lexington: Roche**

**Bernstein, Arnie. 2009. Bath Massacre: America’s First School Bombing. Ann Arbor: The University of Michigan Press**

**O’Neill, David. 2003. Non-Fatal Workplace Violence: An Epidemiological Report and Exploration of Risk Factors. National Criminal Justice Research Service**

**2014 Healthcare Crime Survey. 2014. International Healthcare Safety and Security Foundation**

**Special Report: Workplace Violence, 1993-2009. 2011. National Criminal Justice Research Service**

**Workplace Violence: Issues In Response. 2002. National Center for the Analysis of Violent Crime. FBI Academy: Quantico, Virginia**

**Rosen, Lester S, 2012. The Safe Hiring Manual, 2nd Edition, Tempe, AZ: BRB**

**Lee, Seungmug and McCrie, Robert, 2012. Mass Homicides by Employees in the American Workplace. ASIS Foundation, Inc: Alexandria, Virginia**

