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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**

