



# **WORKPLACE VIOLENCE PREVENTION PLAN**

11627 BROOKSHIRE AVE.  
DOWNEY, CA 90603

JULY 1, 2024

**DOWNEY UNIFIED SCHOOL DISTRICT**

## **Downey Unified School District**

### **POLICY STATEMENT**

This Workplace Violence Prevention Plan has been developed to address hazards associated with workplace violence.

The safety of each employee while in the performance of their work activities is a top priority of the Downey Unified School District. All employees share responsibility for promoting a safe working environment. Through the implementation of this Workplace Violence Prevention Plan, the Downey Unified School District seeks to promote a safe, respectful, and non-threatening work environment for all employees, students, and members of the public.

The expectations and procedures provided in this plan apply to all Downey Unified School District students and employees, as well as all visitors on Downey Unified School District campuses and grounds. This Workplace Violence Prevention Plan is in effect at all times and in all work areas. These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on Downey Unified School District employees, students, or visitors.

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## **WORKPLACE VIOLENCE PREVENTION PLAN**

**Date of Last Review:** July 1, 2024

The Downey Unified School District's Workplace Violence Prevention Plan ("WVPP") addresses the hazards known to be associated with the four (4) types of workplace violence as defined by Labor Code section 6401.9.

### **1.0. DEFINITIONS**

For the purpose of this workplace violence prevention plan, the following definitions apply:

1. "Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. "Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
3. "Log" means the violent incident log required by this section.
4. "Plan" means the workplace violence prevention plan required by this section.
5. "Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm, or to place someone in fear of physical harm, and that serves no legitimate purpose.
6. "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment.
7. "Workplace violence" includes, but is not limited to, the following:
  - a. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - b. An incident involving a 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 injury.
  - c. The following four (4) workplace violence types:
    - i. "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.
    - ii. "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - iii. "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
    - iv. "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.
8. "Workplace violence" does not include lawful acts of self-defense or defense of others.

9. “Work practice controls” means procedures and rules which are used to effectively reduce workplace violence hazards.

## **2.0 RESPONSIBILITIES**

The WVPP administrators, the Senior Director of Student Safety, Wellness, and Engagement and the Director of Instructional Support Services and Human Resources, have the authority and responsibility for implementing the provisions of this workplace violence prevention plan for Downey Unified School District. If there are multiple persons responsible for the plan, their roles will be clearly described.

<b>Responsible Persons</b>	<b>Job Title/Position</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Alyda Mir, Ph.D.	Assistant Superintendent	<b>Overall responsibility for the plan;</b> approves the final plan and any major changes.	(562) 469-6511	almir@dusd.net
Darryl Browning	Director of Instructional Support Services and Human Resources	<b>Responsible for employee involvement and training;</b> helps organize safety meetings, updates training materials, and handles any reports of workplace violence.	(562) 469-6543	dbrowning@dusd.net
Robert Jagielski, Ed.D.	Senior Director of Student Safety, Wellness, and Engagement	<b>Responsible for emergency response, and coordination of safety planning;</b> conducts safety meetings, coordinates emergency response procedures, and communicates the plan to employees.	(562) 469-6564	rjagielski@dusd.net
John Shook	Director of Maintenance, Operations, and Transportation	<b>Hazard identification and inspections according to the plan</b>	(562) 469-6701	jshook@dusd.net

All administrators, managers, and supervisors are responsible for addressing complaints and ensuring compliance with the Workplace Violence Prevention Plan. Downey Unified School District administration may delegate logistical aspects of the Workplace Violence Prevention Plan to other members of Downey Unified School District staff but are responsible for ensuring that the requirements of the onsite Workplace Violence Prevention Plan are being met.

The Downey Unified School District expects its employees to act professionally, courteously, and responsibly at all times in accordance with Downey Unified School District Policies. It is each employee’s responsibility to report any and all acts of workplace violence to their supervisor or manager immediately, without fear of reprisal. Employees should be familiar with these guidelines and the methods for reporting acts of violence or threats of violence.

## **3.0 REPORTING**

Any act or threat of violence against a Downey Unified School District employee, service provider, volunteer, visitor, or student, regardless of the source of the act or threat, must be reported promptly and accurately to the employee’s supervisor or manager, regardless of whether a physical injury occurred. Employees may report incidents to their supervisor, to Human Resources or to the WVPP

administrators. Those receiving the report will promptly inform the Senior Director of Student Safety, Wellness, and Engagement or the Director of Instructional Support Services and Human Resources. Reports may also be made via email using the following address: [wvppreport@dusd.net](mailto:wvppreport@dusd.net).

The following practices can help ensure employee compliance with workplace safety reporting policies and procedures:

- Immediately reporting any situation or incident that creates a sense of fear for personal safety or the safety of others to law enforcement by dialing 9-1-1. For non-immediate assistance, employees should contact their supervisor or WVPP administrators.
- The incident will be reported to law enforcement and other authorities as required by law.
- The area where a violent incident occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- A report of the incident will be promptly added to the violent incident log.

**Prohibition Against Retaliation.** The Downey Unified School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor and/or the Director of Instructional Support Services and Human Resources.

#### **4.0 EMERGENCY RESPONSE PROCEDURES**

The Downey Unified School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Alarm systems and PA announcements will be used to alert employees of emergencies.
- Downey Unified School District will have evacuation or sheltering plans.
- **If there is immediate danger, call for emergency assistance by dialing 9-1-1** and then notify the Senior Director of Student Safety, Wellness, and Engagement or the Director of Instructional Support Services and Human Resources.

#### **5.0 HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted by Downey Unified School District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

- Review all submitted/reported concerns of potential hazards on a weekly basis or as necessary.

**Periodic Inspections**

- Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one (1) type of workplace violence. Periodic inspections shall be conducted:
- Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated in the following areas of the workplace:

<b>Job Title</b>	<b>Area/Department/Specific location</b>
Director of Maintenance, Operations, and Transportation	All school and district sites
Assistant Director of Maintenance, Operations, and Transportation	All school and district sites
Senior Director of Student Safety, Wellness, and Engagement	Safety plans/procedures for all sites
Risk Manager	All school and district sites
Site Administrators	Assigned school site(s)
Director of Instructional Support Programs and Human Resources	Evaluate workplace violence reports

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to crime.
- The need for violence surveillance measures, such as surveillance cameras.
- Procedures for employee response during a criminal act, including our policy prohibiting employees, who are not security personnel, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees’ skill in safely handling threatening or hostile service recipients (example: security personnel).

- Effectiveness of systems and procedures that warn others of actual or potential workplace violence dangers or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the “buddy” system for specified emergency events.
- The availability of employee escape routes.
- How well our LEA’s management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one (1) of our employees is having a dispute.
- Frequency and severity of employees’ reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

## **6.0 INCIDENT RESPONSE AND INVESTIGATIONS**

After a workplace violence incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as victims, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate or threatening behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- The violent incident log will be used for every workplace violence incident.
- Review all previous incidents.

## **7.0 HAZARD CORRECTION**

The Downey Unified School District will take steps to correct hazards in a timely manner. The Downey Unified School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site Administrator and Director of Maintenance, Operations, and Transportation.

## **Employee Support Services**

Downey Unified School District encourages employees to use the Downey Unified School District confidential employee assistance program(s) (EAP) where they have concerns for themselves or where they have been victims or witnesses to workplace violence. Employees should contact Human Resources at (562) 469-6542 for information about the Downey Unified School District EAP.

## **8.0 TRAINING**

The Downey Unified School District will provide employees with training on the implementation of this Workplace Violence Prevention Plan. This training will be provided when the plan is first established and annually thereafter. Training will be provided to all employees, including administration, managers, and supervisors. This training will include general and job-specific workplace security practices.

Training shall be offered on the following areas:

- How copies of the plan can be obtained at no cost.
- How employees can participate in the development and implementation of the plan.
- The definitions and requirements of Labor Code section 6401.9.
- How employees can report workplace violence incidents or concerns to the Downey Unified School District or law enforcement without fear of reprisal.
- How employees can seek assistance to prevent or respond to violence.
- The violent incident log and how to obtain copies of records.
- How supervisory and non-supervisory employees can comply with the plan in a manner consistent with the Downey Unified School District's Injury and Illness Prevention Program.

Opportunities Downey Unified School District has for interactive questions and answers with a person knowledgeable about the plan.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Workplace Violence Prevention Plan. This additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees. Employees experiencing difficulties understanding or accessing training materials are encouraged to contact the WVPP administrator.

## **9.0 REVIEW AND REVISION OF THE WVPP**

The Downey Unified School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

#### **10.0. EMPLOYEE ACTIVE INVOLVEMENT**

Downey Unified School District will employ the following policies and procedures to obtain the active involvement of employees and authorized representatives in developing and implementing the plan including the following:

- Downey Unified School District will have monthly safety meetings where employees and employee representatives shall have the opportunity to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. (These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).
- Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.
- Reports of workplace violence incidents can be made using the WVPP Reporting form available on the DUSD website: [www.dusd.net](http://www.dusd.net) (see appendix for example). Completed forms should be emailed to [wvppreport@dusd.net](mailto:wvppreport@dusd.net) or returned to the Human Resources Office. An incident can also be reported by means of the confidential WeTip reporting system by calling 844-562-0094. All reported incidents of workplace violence will be investigated according to district and state policies.

Downey Unified School District will ensure that all workplace violence policies and procedures within this written plan are communicated to employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

#### **11.0. EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include, but are not limited to the following:

- Training employees, supervisors, and managers in the provisions of Downey Unified School

District's WVPP.

- Effective procedures to ensure that supervisory and non-supervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP.

## **12.0. COMMUNICATION WITH EMPLOYEES**

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes training on workplace violence prevention policies and procedures.
- Workplace violence prevention training program occurs annually and as required by law.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Information regarding how employees can report a violent incident, threat, or other workplace violence concern to the Downey Unified School District or law enforcement without fear of reprisal or adverse action.
- Information regarding the Downey Unified School District non-retaliation policy including that Downey Unified School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor and/or the Director of Instructional Support Services and Human Resources.
  - In an emergency, law enforcement should be contacted right away by dialing 9-1-1. Following this call, the reporting employee should immediately contact their immediate supervisor who shall contact the WVPP administrators. If the supervisor is unavailable, the WVPP administrators should be contacted immediately.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

### **13.0. COORDINATION WITH OTHER EMPLOYERS**

The Downey Unified School District is committed to coordinating implementation of the Workplace Violence Prevention Plan with other employers, when applicable and appropriate, to ensure those employers and employees understand their respective roles, as provided in the plan. Methods the Downey Unified School District shall employ, where applicable, include, but are not limited to:

- Requesting the contact information of the person or persons responsible for implementing the Workplace Violence Prevention Plan for applicable other employers.
- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- As needed and when appropriate, the Downey Unified School District will confer with other employers and public agencies regarding workplace violence incidents and plans to prevent future occurrences of workplace violence.

### **14.0. ACCESS TO RECORDS**

The following records shall be made available to the Downey Unified School District's employees and their authorized representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Copies of these records can be requested by contacting the Human Resources Department at (562) 469-6542 or [dbrowning@dusd.net](mailto:dbrowning@dusd.net).

### **15.0. RECORDKEEPING**

The Downey Unified School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by Labor Code section

6401.9, subdivision (f), shall be made available to Cal/OSHA upon request for examination and copying.

**16.0.        EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (“CCR”), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, Downey Unified School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, John Garcia, Ph.D, Superintendent of Downey Unified School District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

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Alyda Mir, Ph.D. Assistant Superintendent

17.0. APPENDIX

**Report of Workplace Violence Incident**

**Instructions:** Complete this form after an incident of violence (threat or physical attack) and provide it to your supervisor, or to the Human Resources Department, or the email to wvpreport@dusd.net.

Date of Incident:  Time:  Worksite Location:

Specific Location at Worksite:  Your Name:

Perpetrator's Name:  Student  Employee  Other:

Witness Name(s):

Detailed Description of Incident:

Were you injured? Yes  No  If injured, did you report this to *Company Nurse*\*? Yes  No

\*All workplace injuries should be reported immediately to your supervisor and to the Human Resources Department.

**Distribution:** Send a copy of the completed report to Risk Management.

**Downey Unified School District  
WORKPLACE VIOLENCE PREVENTION PLAN  
Employee Information Sheet**

**Purpose**

The purpose of this plan is to prevent and minimize the hazards of workplace violence to employees of the Downey Unified School District by enabling the district to evaluate the risk of potential violence and then design and implement protection measures to address those risks. The plan is designed to address the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#)

**What is workplace violence?**

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

**What are the four types of workplace violence?**

“*Type 1 violence*”: 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 staff with the intent to commit a crime.

“*Type 2 violence*”: Workplace violence directed at employees by vendors, parents, students, or visitors.

“*Type 3 violence*”: Workplace violence against an employee by a present or former employee, supervisor, or manager.

“*Type 4 violence*”: 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.

**Preventing workplace violence**

The district will provide training to employees on its WVPP when it is first established, during initial training, and every year after that. Additionally, training is required when a new or previously unrecognized workplace violence hazard is identified or there are substantial changes made to an employer’s WVPP. Workplace violence prevention training will include the following:

- How to report workplace violence incidents or concerns without fear of retaliation.
- What workplace violence hazards exist and measures in place to mitigate those hazards.
- How the employee can avoid or respond to an incident of violence.

**How can employees help prevent workplace violence?**

All employees are expected to follow workplace violence prevention plan directives, policies, and procedures. Staff are responsible for actively participating in required workplace violence prevention training and drills, and in reporting security hazards and incidents of workplace violence.

**Reporting an incident of violence**

- Report the incident of violence by means of the confidential WeTip phone-based reporting system. Call 844-562-0094 to report and incident.
- As an alternative to using the WeTip reporting system, an employee may report the incident directly to their immediate supervisor by submitting to them a completed **Report of Workplace Violence Incident**.

**How can I obtain a copy of the WVPP and the incident report form?**

- A copy of the Workplace Violence Prevention Plan is posted on the Human Resources website.

**Who can I contact with specific questions about the WVPP?**

Inquiries about the WVPP should be made to the Senior Director of Student Safety, Wellnes & Engagement at [rjagielski@dusd.net](mailto:rjagielski@dusd.net) or the Director of Instructional Support Programs and Human Resources at [dbrowning@dusd.net](mailto:dbrowning@dusd.net).

