



# UWest Workplace Violence Prevention Plan

Prepared by the Campus Safety Committee

June 2024

© 2024 University of the West. All rights reserved.

# Table of Contents

1.	Definitions .....	1
2.	University Contact Information .....	2
3.	Identify Workplace Violence Hazards .....	3
4.	Evaluate Workplace Violence Hazards .....	3
5.	Correct Identified Hazards .....	4
6.	Communications .....	4
7.	Incident Logs .....	5
8.	Investigation .....	6
9.	Training.....	6
10.	Plan Review .....	7
	Violent Incident Report .....	8
	Violent Incident Investigation .....	11
	Violent Incident Log & Instructions .....	13

# University of the West 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:** University of the West campus located at 1409 Walnut Grove Avenue, Rosemead, CA 91770.
- **Campus Community:** All persons—employees, students, or members of the public—who work, reside, utilize, or visit the University for any legitimate reason.
- **Executive Team (ETeam):** Executive committee comprising President, Chief Financial Officer (CFO), Chief Academic Officer (CAO), and Chief Student Services Officer (CSSO).
- **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 UWest Emergency Preparedness Plan.
- **Workplace Violence Hazard:** An incident involving an interaction between persons associated with the Campus Community that involves violence or threatened violence, using a deadly weapon or object, threatening use or brandishing a deadly weapon or object, that can be classified as either an Incident of Concern or a Criminal Behavior Incident.
- **Workplace Violence Hazard Reporting System (WVHRS):** A University procedure for bringing incidents into review and assessment by University officials and experts.
- **Criminal Behavior:** Actions by an individual that can be identified by law enforcement 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 assaulted in any manner, feels threatened either verbally or physically, or with an unseen weapon, threatened with potential violence, aggressively bullied, or psychologically abused, creating a belief that there can be future retaliation or violent acts from a participant of the interaction.

- **University Workplace Violence Hazard Reporting System (VHRS):** A two-tier reporting system with one tier reporting Incidents of Concern and the other tier reporting Incidents of Criminal Behavior. The system routes an Incident of Concern report immediately to the appropriate University Department, including but not limited to ETeam, Human Resources, or Student Services, and an Incident of Criminal Behavior to local law enforcement.
- **Workplace Violence Hazard Prevention Plan Review:** The Campus Safety Committee reviews the Incident Logs maintained by each Department participating in the VHRS, collates the information into an Annual Review that monitors its effectiveness, develops recommendations for adjustment as necessary, and then reports this Annual Review to the ETeam.
- **Title IX Violation:** The University has existing programs, processes, and procedures for reporting, assessing, investigating, and adjudicating Title IX Violations. These are unchanged by this WVPP. Incidents reported as Title IX Violations may be cross-referenced to the WVHRS and/or local law enforcement by the Title IX Coordinator if appropriate.
- **Clery Reportable:** According to the Clery Act, an Incident of Concern or an Incident of Criminal Behavior may be reportable under the Clery Act. The University has existing procedures for collecting and reporting incidents classified as Clery Act Reportable, and these procedures are independent of this WVPP and will continue as currently implemented.
- **Community Relations Officer (CRO):** The University spokesperson who provides public and media information about Incidents of Concern or Incidents of Criminal Behavior in direct coordination with local law enforcement and University executives as needed.
- **Campus Safety Committee:** This committee, responsible for developing, implementing, training, and updating the University's WVPP and maintaining all related documentation, includes the President, CSSO, CFO, Chair of the Employee Council, and representatives from the Faculty Senate, IT, Human Resources, and General Services. Current members are: Dr. Minh-Hoa Ta (President), Vanessa Karam (CSSO), Amy Chong (CFO), Judy Hsu (Chair of Employee Council), Dr. Joanne Kwoh-Maysami (Faculty Senate), Rafael Wu and Peter Zhou (IT), Fong Sam (Human Resources), and Julio Segura and Phillip Lee (General Services).

## 2. University Contact Information

- Security: (626) 825-4175, [campus.safety@uwest.edu](mailto:campus.safety@uwest.edu)
- Police: 911
- Human Resources: [hr@uwest.edu](mailto:hr@uwest.edu)
- Campus Safety Hotline: (626) 777-8888
- Violent Incident Report Form: [\[Make available online\]](#)
- Title IX complaint form: [\[Make available online\]](#)

### 3. Identify Workplace Violence Hazards

The Campus Safety Committee conducts a workplace self-assessment to identify potential workplace violence hazards or incidents as reported by members of the campus community. Training will encourage employees to report any incidents or threats they experience or witness, even if they don't rise to the level of criminal behavior. Students will receive information about when and how to report any violent incidents. Implement a University Workplace Violence Hazard Reporting System with a reporting form. (The form is available at the end of the WVPP.)

Incidents of Concern involving any member of the Campus Community are investigated by the Campus Safety Committee, and may include Human Resources, Student Services, General Services, and local law enforcement for the purpose of performing a threat assessment and determining the appropriate response and mechanism to intervene and respond to a crisis or concerning behaviors. Local law enforcement responds to any violent incident involving criminal or potentially criminal behavior and, within University guidelines for privacy and attorney-client privilege, conducts the investigation as warranted by the behavior of the individuals involved, working in coordination with the Campus Safety Committee, ETeam, and, as appropriate, Legal Counsel for the University.

The Campus Safety Committee works in conjunction with the ETeam and all Departments to monitor trends in workplace violence incidents and interactions involving incidents of concern for any combination of employee, student, or member of the public. The Committee also works in conjunction with local law enforcement to monitor trends in interactions involving criminal behavior for any combination of employee, student, or member of the public.

### 4. Evaluate Workplace Violence Hazards

The Campus Safety Committee, upon receiving any report of an Incident of Concern or a criminal behavior report, will assess the severity and likelihood of violence for each identified incident. Assessments can be referred to ETeam, psychological consultants, or local law enforcement as necessary.

Key considerations during assessments include:

- The observable or reported emotional and behavioral patterns of the individuals involved.
- The location and time of potential incidents, the nature of the work, and the characteristics of the workforce and the wider community.
- Any precursor incidents or activities that can lead to more aggressive or damaging behavior.
- Social media and any personal connections for warning signs or flags.

The hazard evaluation will be regularly reviewed and updated in light of new information or changes in the workplace.

The assessments will use California state law ([Labor Code \(LC\) section 6401.9](#)) to define the four types of workplace violence as follows:

1. **Type 1 violence** – Workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
2. **Type 2 violence** – Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
3. **Type 3 violence** – Workplace violence against an employee by a present or former employee, supervisor, or manager.
4. **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.

## 5. Correct Identified Hazards

The Campus Safety Committee, in performing the assessments, will utilize a standard form to organize an individual plan to address each identified hazard situation. Considerations may include:

- Changes to the physical environment.
- Adjustments to work practices.
- Supervision or provision of additional training to staff.
- Referral of students to counseling and Student Services for further disciplinary action if necessary.
- Referral of employees to counseling or providing counseling information from Human Resources.

The ETeam has the authority to initiate any disciplinary actions warranted by employee behavior, including dismissal. If the workplace violence hazard is assessed to be the result of criminal behavior, the University can initiate and coordinate a criminal justice response with local law enforcement. 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 the University in consultation with local law enforcement.

## 6. Communications

In the event of a catastrophic workplace violence incident:

- Set up immediate CRO operations coordinated with all police and law enforcement services.

- Establish a communications organization for all executives and the campus President to ensure full coordination with law enforcement and prevent unauthorized media communications.
- Set up phone banks and hotlines for the families of students to check on their situations.
- Organize communication with the CRO managing any appropriate social media.
- Arrange to secure the area where the incident occurred to preserve evidence for the investigation and prevent unauthorized persons from using the area for media purposes.

Employees who request information about an Incident of Concern or a Criminal Behavior Incident will be informed of the results of the investigation and any corrective actions to be taken within the guidelines from the ETeam in consultation with Legal Counsel to preserve the integrity of the investigation.

## 7. Incident Logs

The University will maintain a Violence Incident Log (VIL) that will be reviewed by the Campus Safety Committee annually as part of the overall Plan review. The VIL will be shared with the ETeam and Board of Trustees (BOT) at the intervals set by the BOT.

Information recorded in the log for each incident shall include:

- The date, time, and location of the incident.
- The workplace violence type or types as described in Section 4.
- A detailed description of the incident.
- A classification of who committed the violence (e.g., client, customer, family member, stranger, coworker, supervisor, partner, parent, relative, etc.).
- A classification of circumstances at the time of the incident (e.g., completing usual job duties, working in poorly lit areas, rushed, working during low staffing levels, isolated, working in an unfamiliar location, etc.).
- A classification of where the incident occurred (e.g., workplace, parking lot, or other areas).
- The type of incident (e.g., physical attack without a weapon, attack with a weapon, threat of physical force, sexual assault or threat, etc.).
- Consequences of the incident (e.g., whether Campus Security, HR, or the Campus Safety Committee was contacted, and their response).

The information in the VIL shall exclude any personal identifying information to prevent the identification of any individuals involved in a violent incident. The Campus Safety Committee will review the log to maintain attorney-client privilege and limit information to avoid unintended identification of individuals.



## 8. Investigation

The Campus Safety Committee will investigate each incident involving criminal behavior and coordinate with local law enforcement as needed. For incidents involving only employees that do not rise to the level of criminal behavior, the Campus Safety Committee will perform the investigation in conjunction with Human Resources. For incidents involving only students that do not rise to the level of criminal behavior, the Campus Safety Committee will perform the investigation in conjunction with Student Services.

Multiple University Departments may be involved and coordinated if the incident involves any combination of students, employees, or members of the public, including but not limited to ETeam, Legal Counsel, and local law enforcement.

Depending on the lead agency and the scope of the incident, the investigation may take an extended period, and communication between University departments will be coordinated. In addition to law enforcement and judicial aspects of a crime incident, the University President may determine that a non-law enforcement review of what happened, why it happened, and what can be done to prevent a similar incident in the future is warranted.

Investigation findings are released to the public only when possible without jeopardizing any ongoing investigation or attorney privileges. Findings may be released in stages over time, depending on the nature of the incident. Records created by this plan, including the Violence Incident Log, will be retained for five years.

## 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 annually through the Campus Safety Committee. University students will receive awareness information at the start of each academic semester.

The training for employees will consist of the following elements:

- The University's plan, how to obtain a copy at no cost, and how to participate in the development and implementation of the Plan.
- The definitions and requirements of the Plan.
- How to report workplace violence incidents or concerns to the University or law enforcement without fear of reprisal.

- Workplace violence hazards, the corrective measures the University has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies.
- An opportunity for interactive questions and answers with a knowledgeable person about the Plan.

## 10. Plan Review

The plan shall be reviewed by the ETeam at least annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident. Immediate assistance will be provided to any victims of workplace violence.

In the event of criminal behavior:

- The University provides security in coordination with mutual aid assistance from area law enforcement services as needed.
- Any victims of workplace violence are triaged and provided first aid and medical services as needed by area law enforcement and first responders.
- The area where the criminal incident occurred will be secured to preserve evidence for an investigation.
- Emotional health support or referral to counseling services will be provided to any students or employees who require this support.
- Medical issues for employees may be addressed through Worker's Compensation (WC) if insurance criteria are met.
- OSHA log issues are managed by the University WC carrier and coordinated through WC.



# Violent Incident Report

## Violent Incident Report Instructions

The supervisor who receives a report of workplace violence must complete this form with as much detail as possible to support the investigation. The original report should be forwarded through all appropriate levels of supervision to the Campus Safety Committee, which will maintain the original form. Human Resources will retain a copy for their records.

## Employee Information

Reporting Employee: \_\_\_\_\_

Affected Employee(s): \_\_\_\_\_

Affected Employee(s) Job Title(s): \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

Facility Location: \_\_\_\_\_

## Incident Information

Date incident occurred: \_\_\_\_\_

Time incident occurred: \_\_\_\_\_

Specific address and detailed description of where incident occurred (e.g. Administration Building, Recreation Center, parking lot, Dormitory A):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Definitions of Violent Incident Types

- **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 employees with the intent to commit a crime.
- **Type 2 violence** – Workplace violence directed at employees by customers, clients, patients, students, inmates, 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.

## Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I:  Stranger  Thief/Suspect  Other: \_\_\_\_\_

Type II:  Client/Customer  Student  Vendor  Visitor

Type III:  Current Co-worker  Former Co-worker  Supervisor/Manager

Type IV:  Current Spouse or Partner  Former Spouse or Partner  Employee's Friend

Employee's Relative  Family/Friend of Client or Student

2. What type of violent incident occurred (check all that apply)?

Verbally Harassed  Verbally Threatened  Physically Assaulted  Punched

Slapped  Grabbed  Pushed  Choked  Kicked  Bitten

Hit with Object  Threatened with Weapon  Assaulted with Weapon  Animal Attack

Other (Describe): \_\_\_\_\_

3. Was a weapon used?

Yes  No

Describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Was/were the employee(s) working alone?

Yes       No

If not, who was/were with the employee(s) that may have witnessed the incident?

---

---

5. Were there threats made before the incident occurred?

Yes       No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

---

---

---

6. Are you willing to testify against the Respondent in Court to obtain a restraining order?

Yes       No

## Reporter Information

Report Completed By: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



# Violent Incident Investigation

The Campus Safety Committee or its designee will complete the investigation into the violent incident. Further investigation and resolution are expected within ten (10) business days, and a copy of the completed investigation will be submitted to the Executive Team (ETeam).

## Incident Analysis to be completed by Campus Safety Committee, or Designee:

Has this type of incident occurred before at the workplace?  Yes  No

What were the main factors that contributed to the incident?

---

---

---

---

What could have prevented or at least minimized the damage caused by this incident?

---

---

---

---

## Post-Incident Response

- |                              |                             |                                                                                 |
|------------------------------|-----------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did the employee(s) require medical attention as a result of the incident?      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did the employee(s) miss work as a result of the incident?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Did the employee(s) apply for workers' compensation?                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was campus security contacted?                                                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was local law enforcement contacted?                                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was building facilities contacted?                                              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was immediate counseling provided to affected workers and witnesses?            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was critical incident debriefing provided to all affected staff who desired it? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was post-trauma counseling provided to affected staff who desired it?           |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Was all counseling provided by a professional counselor?                        |

Has there been follow-up with the employee(s)?  Yes  No

Is this a recurring event?  Yes  No

Are there modifications to be made to WVPP to reflect updated practices?  Yes  No

Describe updates to WVPP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Investigator Information

Investigation Completed By: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



## Violent Incident Log & Instructions

Every workplace violence incident is reported and recorded in a Violent Incident Log. Personal identifying information sufficient to identify any individual involved in the incident will NOT be recorded. This includes the person’s name, address, email address, telephone number, social security number, or other information that could reveal the person’s identity alone or in combination with publicly available information.

**It is expected that the logs will be forwarded to ETeam on a timely basis.**

Departments are expected to review the data at least quarterly and make improvements to prevent further incidents.

### Template Log:

Log #	Person Who Completed the Log	Incident Date	Incident Time	Physical Location	Violence Perpetrator(s) Type, e.g., I: Stranger; II: Client; III: Employee (current or former); IV: Personal Relationship	Incident Type, e.g., Verbal threats, Physical attack	Campus Safety Committee Notified (Y/N)	Law Enforcement Notified (Y/N)
Example: CSC.6.5.24-1	Phillip Lee	6/5/24	11:30 AM	AD 208	III	Verbal	Y	N
CSC.6.8.24-1	Joanne Kwoh-Maysami	6/8/24	9:20 AM	ED 213	IV	Physical attack	Y	Y