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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



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