

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION
ADOPTING THE SIERRA COUNTY WORKPLACE VIOLENCE PREVENTION PLAN**

Resolution 2024-091

WHEREAS, On May 15, 2015, the Board of Supervisors adopted Resolution 2015-042, the Sierra County Workplace Violence Policy.

WHEREAS, On September 30, 2023, California Senate Bill 553 was signed into law and California Labor Code section 6401.9 will be in effect and enforceable on July 1, 2024, requiring the County of Sierra to replace resolution 2015-042 with the attached Sierra County Workplace Violence Prevention Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Sierra, State of California, does hereby adopt the attached Sierra County Workplace Violence Prevention Plan.

ADOPTED by the Board of Supervisors of the County of Sierra on the 18th day June 2024, by the following vote:

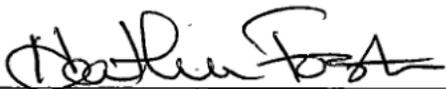
AYES: Supervisors Adams, Heuer, Dryden, and Roen
NOES: None
ABSTAIN: None
ABSENT: Supervisor LeBlanc

COUNTY OF SIERRA



PAUL ROEN, CHAIR
BOARD OF SUPERVISORS

ATTEST:



HEATHER FOSTER
CLERK TO THE BOARD

APPROVED AS TO FORM:



RHETTA VANDER PLOEG
COUNTY COUNSEL



Sierra County Workplace Violence Prevention Plan

Effective July 1, 2024

The County of Sierra is committed to preventing violence in the workplace. The County's Workplace Violence Prevention Plan addresses the hazards known to be associated with the four (4) types of workplace violence as defined by Labor Code (LC) section 6401.9.

A. DEFINITIONS

Dangerous Weapon – A firearm, chemical agent, club or baton, knife, or any other device, tool, or instrument that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Form - The Workplace Violence Incident Form required by Labor Code section 6401.9.

Plan - The Workplace Violence Prevention Plan required by Labor Code section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other on-line 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.

Workplace – is any facility, building, lot, site, property, or place that is owned, leased, or operated by the County as a place where employees work.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- 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.
- 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.

The following four workplace violence 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.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

B. PROHIBITED CONDUCT

Employees should not be subjected to physical or verbal conduct that is violent in nature related to the employee's work or work relationships. No employee shall engage in violence or threaten another employee, customer, or other person with violence. Employees that are determined to be engaged in prohibited behavior will be subject to disciplinary action, up to and including termination. Examples of behavior prohibited by this Plan includes, but is not limited to the following:

- Violent physical actions;
- Direct or implied threats to harm a person or property, including intimidating use of one's body or physical objects;
- Verbally abusive or intimidating language or gestures;
- Destructive actions against Court property or employee property at the workplace.

C. RESPONSIBILITY

The Plan Administrator is the Sierra County Board of Supervisors who have the authority and responsibility for implementing or delegating the implementation of the provisions of this Plan for the County. The roles and responsibilities of County personnel for the Plan are listed in the table below.

Name	Job Title	Plan Responsibilities	Phone #	Email
Sierra County Board of Supervisors	BOS	The BOS has overall responsibility for the Plan; including approving the final Plan and any changes.	530-289-3295)	
Rhetta Vander Ploeg	County Counsel	CC assists the BOS with administering the Plan and with approving Plan changes.	530-289-2879	Rhetta@prenticelongpc.com
Judi Behlke	Assistant Personnel Director	The Assistant Director is responsible for employee involvement and training, including organizing safety meetings, updating training materials, and handling any reports of workplace violence.	530-289-2879 (O) 530-565-5904 (C)	jbehlke@sierracounty.ca.gov
Judi Behlke	Assistant Personnel Director	The Assistant Director is responsible for emergency response or coordinator of threat assessment team, hazard identification, and coordination with other employers; coordinating safety inspections and emergency response procedures, and communicating with other employers about the Plan.	530-289-2879 (O) 530-565-5904 (C)	jbehlke@sierracounty.ca.gov

All managers and supervisors are responsible for implementing and maintaining the Plan in their work areas and for answering employee questions or referring employees to Personnel about the Plan.

It is every employee's responsibility to assist in the prevention of violence in the workplace, and to follow the provisions of the Plan.

D. EMPLOYEE ACTIVE INVOLVEMENT

The County ensures the following policies and procedures to obtain the active involvement of employees and

authorized employee representatives in developing and implementing the plan.

Personnel will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - Management will have safety meetings as needed with employees and their representatives to discuss the identification of workplace violence related concerns/hazards, evaluate those concerns/hazards, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and a review of safety procedures.
- Designing and implementing training.
 - Employees are encouraged to participate in assisting with the design and implementation of training programs, and their suggestions may be incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents.
 - Employees should report workplace violence incidents to either their immediate supervisor or manager, the Personnel Department, or law enforcement. Employees who report workplace violence incidents shall not be retaliated against, and should report any incidents of retaliation to the Personnel Department. All reports or threats of workplace violence shall be documented using the County's Form.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all 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.

E. EMPLOYEE COMPLIANCE

The County's 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 at a minimum:

- Training employees, supervisors, and managers in the provisions of the County's Plan.
- Establishing effective procedures to ensure that supervisory and nonsupervisory employees comply with the Plan.
- Providing retraining to employees whose safety performance is deficient with the Plan.
- Recognizing employees who demonstrate safe work practices that promote the Plan in the workplace.

- Disciplining employees when appropriate for failure to comply with the Plan.

F. COMMUNICATION WITH EMPLOYEES

The County recognizes that open, two-way communication between our management team, employees, 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 employees in a form that is readily understandable by all employees, and consists of the following:

- Reviewing the Plan with employees during new employee orientation.
- Distributing the Plan and any updates to the Plan to all employees, and requiring employees to acknowledge that they have read and understand the Plan.
- Training all employees on the Plan.
- Conducting meetings as necessary to address security issues and potential workplace violence hazards.
- Encouraging employees to communicate with their supervisors and managers about workplace violence prevention and workplace violence concerns.
- Posting the Plan on the County's website and on worksite bulletin boards.
- Providing information to employees on how to report a workplace violence incident, threat, or other workplace violence concern to either their direct supervisor or manager, the Personnel Department, or law enforcement.
- Completing the County's form for any workplace violence incidents.
- Working with law enforcement and Personnel to ensure workplace violence incidents, threats, or concerns are properly handled.

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.

- Updates on the status of investigations and corrective actions will be provided to employees through email or in person. These updates will include information about the progress and results of investigations.
- Safety meetings may be conducted to discuss items such as, updates to the Plan, recent incidents, preventative or corrective measures that can be applied, and training that can be provided.

G. COORDINATION WITH OTHER EMPLOYERS

The County will implement the following effective procedures to coordinate implementation of its Plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the Plan.

- All employees will be trained on the County's Plan.
- Workplace violence incidents involving any employee are reported, investigated, and documented.
- The County will ensure that if an employee experiences a workplace violence incident that the information will be recorded on the Form and shall provide a copy of that Form to the controlling employer.
- The County will work with other employers on how to effectively handle and respond to workplace violence incidents, and provide appropriate training.

H. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The County will implement the following procedures:

- All threats or acts of workplace violence shall be reported to either an employee's direct supervisor or manager, the Personnel Department, and law enforcement.
- The County's Form shall be completed by either the employee, the supervisor or manager of the employee, or Personnel.
- The County will enforce a strict non-retaliation policy against employees for reporting incidents of workplace violence, and any instances of retaliation should be reported to Personnel, and will be grounds for disciplinary action, up to, and including termination.

I. EMERGENCY RESPONSE PROCEDURES

The County has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Employees should contact 911 in emergencies and alert law enforcement if possible.
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies either verbally, via email, or via telephone.
- Protocols developed by the Threat Assessment Team based on the situation.
- Staff will be evacuated as necessary using the protocols developed by the Threat Assessment Team.

J. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the County 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.
- All submitted/reported concerns of potential hazards will be reviewed immediately.
- Employee concerns regarding workplace violence hazards or threats of workplace violence may be submitted to either the employee's direct supervisor, manager, the Personnel Department, or law enforcement without the fear of retaliation. Concerns may be submitted anonymously.

K. PERIODIC INSPECTIONS

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted at least biannually:

Periodic inspections to identify and evaluate workplace violence and hazards will be performed as necessary by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Judi Behlke, Assistant Personnel Director	All County worksite locations
Department Safety Representative	Specific department of employee
Department Manager	Specific worksites managed

Inspections for workplace violence hazards include assessing:

- The need for surveillance measures, such as the placement of mirrors and cameras.
- Procedures for employee response during a violence in the workplace incident.
- Procedures for reporting suspicious persons, activities, or workplace violence incidents.
- The effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- Whether locations of emergency telephone numbers for security, law enforcement, fire, and medical services, are readily accessible.

- Whether employees have access to a telephone with an outside line.
- Whether employees have the availability of effective escape routes from the workplace, and a designated safe area where they can go to in an emergency.
- The adequacy of workplace security systems, such as door locks, entry codes, identification readers, security windows, or physical barriers.
- The frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the County.
- The effectiveness of the communication protocols in place.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom a County employee is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

L. WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The County 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 protective equipment.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Security cameras in and around the workplace may be utilized to obtain details of a workplace violence incident or hazard.
- Assessing the effectiveness of law enforcement in responding to the incident or hazard when applicable.
- Assessing the effectiveness of security measures such as employee access for secured areas, door locks, and duress buttons.
- Controlling, access to, and freedom of movement within the workplace as much as possible by recently discharged employees or persons with whom a County employee is having a dispute.
- Posting emergency telephone numbers in readily accessible locations for law enforcement, fire, and medical services.

- Ensuring employees have access to a telephone with an outside line.
- Providing employee training and periodic refresher training on the Plan, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of the County.
 - Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improving how well the County's management and employees communicate with each other.
 - Reviewing procedures for reporting suspicious persons, activities, and packages.
 - Providing and reviewing employee, supervisor, and management training on emergency action procedures.
- Ensuring employees know the location of appropriate escape routes.
- Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence through periodic training.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence, and coordinating with law enforcement as necessary.

M. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the Plan Administrator or their designee will implement the following post-incident procedures:

- Review the County's incident Form.
- Visit the scene of an incident as soon as safe and practicable.
- Interview all involved parties, such as employees, witnesses, and law enforcement.
- 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 behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.

- Obtain any reports completed by law enforcement.

The County's Form will be used for every workplace violence incident and will include information, such as:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

The type of incident will be recorded on the Form, and will include, but is not limited to, whether it involved any of the following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

Consequences of the incident will be recorded on the Form, and will include, but is not limited to the following:

- Whether law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the Form, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Providing support and resources, such as information on the County's Employee Assistance Program, and time off work if necessary.

The Court shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

N. TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the Plan is first established.
- During new employee orientation
- Periodically will all employees to ensure they understand and comply with the Plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.

The County shall provide its employees with training and instruction on the definitions found on page 1 of this Plan and the requirements listed below:

- The employer's Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of retaliation.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the County has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The County's Form and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and County Forms.
- Opportunities the County has for interactive questions and answers with a person knowledgeable about the County's plan.
- Strategies to avoid and prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.

- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance, and information on time off from work if necessary.

O. EMPLOYEE ACCESS TO THE WRITTEN PLAN

The County ensures that the Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Providing an employee or designated representative a copy of the written Plan when requested. The County will provide the requester with a printed copy of the Plan, unless the employee or designated representative agrees to receive an electronic copy.
- The County will provide unobstructed access through the County's website, which allows an employee to review, print, and email the current version of the written Plan. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.
- The County will post a copy of the Plan on bulletin boards in various employee common areas..

P. RECORDKEEPING

The County 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 the County's incident Forms for a 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 Forms and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

Q. EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their 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.
- Workplace Violence Incident Forms.

REVIEW AND REVISION OF THE PLAN

The County's plan will be reviewed for effectiveness:

At least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, or as needed.

Review and revision of the Plan will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT in Section D of this Plan, 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 the County's Plan will include, but is not limited to:
 - Review of incident investigations and the County's Incident Forms.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and law enforcement and security personnel availability.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.
- Discussing the effectiveness of the Plan with employees and authorized employee representatives, and making revisions as necessary.

S. EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the County 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.

Sierra County Workplace Violence Incident Report Form

Completed By: _____ Date: _____

Department: _____ Title: _____

Threat-maker's Name(s): _____

Person(s) threatened: _____

Site(s) threatened: _____

Date(s) of Incident: _____ - _____ Time(s) of Incident: _____ - _____

Describe the facts of the incident, include any specific language and sequence of events:

When and where did the threats take place?

Who was present and witnessed the incident?

What happened immediately prior to the incident?

What happened immediately after the incident? Include any immediate actions taken.

What is the current status of the threat maker?

Submit form to jbehlke@sierracounty.ca.gov Please include any and all supporting documentation, which may include pictures of texts, emails, video, or photographs that may be pertinent to the incident and potential responses.

Last Review on (Date) _____

Threat Assessment Initial Response and Interview Form

Completed By: _____ Title: _____ Date: _____

Threat Reporter

Interviewed by: Name: _____ Title: _____ Date: _____

Description of facts and relevant information (attach full interview):

Threat Maker

Interviewed by: Name: _____ Title: _____ Date: _____

Description of facts and relevant information (attach full interview):

Witness(s)

Interviewed by: Name: _____ Title: _____ Date: _____

Description of facts and relevant information (attach full interview):

Threatened Parties Notified:

1. Name: _____ Date: _____ Time: _____ By Whom: _____ How: _____
2. Name: _____ Date: _____ Time: _____ By Whom: _____ How: _____
3. Name: _____ Date: _____ Time: _____ By Whom: _____ How: _____

Threat Assessment Team Initial Consult

1. Name: _____ Title: _____ Date: _____
2. Name: _____ Title: _____ Date: _____
3. Name: _____ Title: _____ Date: _____
4. Name: _____ Title: _____ Date: _____

Threat Assessment Initial Review & Response:

Law Enforcement Involvement

Was law enforcement contacted?

YES UNSURE
 NO

Has the threat maker been located?

YES UNSURE
 NO

Has the threat maker been arrested and/or incarcerated?

YES UNSURE
 NO

If incarcerated, is the individual scheduled to be released and when? _____

Individual taken to a mental health facility:

YES UNSURE
 NO

Officer Responding: _____ Case Responding: _____

Disposition of any case including TRO: _____

Category of Risk Assigned

Please summarize finding by selecting the most appropriate category of risk. Be aware that Category 1 and 2 risks may require immediate containment and removal of the threat maker. Plans for monitoring the safety of the threat maker and possible victims may require removal of either party from the work setting as a short term or long-term solution.

- Category 1: High violence potential. Qualifies for immediate arrest or hospitalization.
- Category 2: High violence potential. Does not qualify for arrest or hospitalization.
- Category 3: Insufficient evidence for violence potential. Sufficient evidence for repetitive and/or intentional infliction of emotional distress upon individuals, co-workers, supervisors, or others.
- Category 4: Insufficient evidence for violence potential. Sufficient evidence for unintentional infliction of emotional distress upon individuals, co-workers, supervisors, or others.
- Category 5: Insufficient evidence for violence potential. Insufficient evidence for infliction of emotional distress upon individuals, co-workers, supervisors, or others.

Include any additional notes (risk factors, warning signs, etc.) for selected category.

Discussion:

Actions Taken

Preventative Measures

Were any short-term modifications recommended or made to the property?

- YES
- NO
- UNSURE

Discussion:

Was any security assigned to the property? If there was already security on site, were they notified and take any action?

- YES
- NO
- UNSURE

Discussion:

Services Offered

Were services offered through Sutter Yuba Behavioral Health?

- YES
- NO
- UNSURE

Discussion:

Were services offered through the County's Employee Assistance Program?

- YES
- NO
- UNSURE

Discussion:

Accommodations

Were any employees given work accommodations (work schedule, reporting location, etc.)?

- YES
- NO
- UNSURE

Discussion:

Communication Plan

Was any training offered or assigned?

- YES
- NO
- UNSURE

Discussion:

What is the plan for future communication and who is responsible?

- YES
- NO
- UNSURE

Discussion:

Documentation

This incident has been logged and placed on the incident tracker?

- YES
- NO
- UNSURE

Discussion:

Attach any additional information including any interviews, statements, police reports, evidence and actions taken.

Attachments:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Last Review on (Date) _____

Sierra County Threat Assessment Comprehensive Review & Response Form

Completed By: _____ Title: _____ Date: _____

Supplemental Interviews

Have any additional interviews been completed?

- YES
- NO
- UNSURE

Discussion:

Interviewed by: Name: _____ Title: _____ Date: _____

Description of facts and relevant information (attach full interview):

Threat Assessment Team Consultation

1. Name: _____ Title: _____ Date: _____
2. Name: _____ Title: _____ Date: _____
3. Name: _____ Title: _____ Date: _____
4. Name: _____ Title: _____ Date: _____
5. Name: _____ Title: _____ Date: _____
6. Name: _____ Title: _____ Date: _____

Threat Assessment Comprehensive Review & Response:

Risk Factors & Warning Signs

1. Does the individual have intent and the means to harm anyone?

- YES
- NO
- UNSURE

Discussion:

2. Does the individual have access and the means to use any weapons/explosives?

- YES
- NO
- UNSURE

Discussion:

3. Has the individual been moving towards violence in their thoughts, actions, or areas of interest?

- YES
- NO
- UNSURE

Discussion:

4. Does the individual understand or take responsibility for the effect of their statements/actions?

- YES
- NO
- UNSURE

Discussion:

5. Is/was the individual under the influence of controlled substances?

- YES
- NO
- UNSURE

Discussion:

6. Does the individual have a history of emotional disturbance or appear to be emotionally disturbed at present time?

- YES
- NO
- UNSURE

Discussion:

7. Does the individual have a history of poor achievement or declining work performance?

- YES
- NO
- UNSURE

Discussion:

8. Has the individual recently experienced a loss or emotional trauma?

- YES
- NO
- UNSURE

Discussion:

9. Is the individual experiencing homelessness?

- YES
- NO
- UNSURE

Discussion:

10. Has the individual been involved in attack related behavior, including any menacing, harassing, and/or stalking type behavior in the past?

- YES
- NO
- UNSURE

Discussion:

11. Does the individual have any stabilizing factors in their life that might help minimize or mitigate the likelihood of violent behavior?

- YES
- NO
- UNSURE

Discussion:

12. Would offering services (mental health, financial assistance, etc.) help mitigate the likelihood of violent behavior?

- YES
- NO
- UNSURE

Discussion:

Category of Risk Assigned

Review selection made on "Workplace Violence Initial Review & Response Form". Note if there should be a change in assigned category and reason for change. Category 1 and 2 risks may require immediate containment and removal of the threat maker. Plans for monitoring the safety of the threat maker and possible victims may require removal of either party from the work setting as a short term or long-term solution.

- Category 1: High violence potential. Qualifies for immediate arrest or hospitalization.
- Category 2: High violence potential. Does not qualify for arrest or hospitalization.
- Category 3: Insufficient evidence for violence potential. Sufficient evidence for repetitive and/or intentional infliction of emotional distress upon individuals, co-workers, supervisors, or others.
- Category 4: Insufficient evidence for violence potential. Sufficient evidence for unintentional infliction of emotional distress upon individuals, co-workers, supervisors, or others.
- Category 5: Insufficient evidence for violence potential. Insufficient evidence for infliction of emotional distress upon individuals, co-workers, supervisors, or others.

Include any additional notes (risk factors, warning signs, etc.) for selected category.

Discussion:

Law Enforcement

Was law enforcement contacted?

- YES
- NO
- UNSURE

Has the threat maker been located?

- YES
- NO
- UNSURE

Has the threat maker been arrested and/or incarcerated?

- YES
- NO
- UNSURE

If incarcerated, is the individual scheduled to be released and when? _____

Individual taken to a mental health facility:

YES UNSURE
 NO

Officer Responding: _____ Case Responding: _____

Disposition of any case including TRO: _____

Actions Taken

Preventative Measures

Were any short-term modifications recommended or made to the property?

YES
 NO
 UNSURE

Discussion:

Was any security assigned to the property? If there was already security on site, were they notified and take any action?

YES
 NO
 UNSURE

Discussion:

Services Offered

Were services offered through Behavioral Health?

YES
 NO
 UNSURE

Discussion:

Were services offered through the County's Employee Assistance Program?

YES
 NO
 UNSURE

Discussion:

Accommodations

Were any employees given work accommodations (work schedule, reporting location, etc.)? YES
 NO
 UNSURE

Discussion:

Communication Plan

Was any training offered or assigned? YES
 NO
 UNSURE

Discussion:

What is the plan for future communication and who is responsible? YES
 NO
 UNSURE

Discussion:

Documentation

This incident has been logged and placed on the incident tracker? YES
 NO
 UNSURE

Discussion:

Attach any additional information including any interviews, statements, police reports, evidence and actions taken.

Attachments:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Last Review on (Date) _____