

WORKPLACE VIOLENCE PREVENTION PLAN

VIOLENT INCIDENT REPORT – EXHIBIT C

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u> <i>(Please include as much detail as possible. Include additional sheet if necessary.)</i>	<u>Violence Committed By?¹</u>

Type of Incident: (check all that apply)

- Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) Attack with weapon (e.g. gun, knife, other object) Threat of force or use of weapon or other object Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact) Verbal Harassment Animal Attack Other _____

Incident Location Specifics: (check all that apply)

- Break Room District Administrative Center Office Classroom Hallway Restroom/Bathroom Parking Lot Other Area Outside Building Bookstore Cafeteria Other _____

Incident Specifics: (check all that apply)

- Victim Performing Usual Job Duties Poor Lighting Rushed Working During Low Staffing Level High Crime Area Isolated/Alone Unable to Get Help/Assistance Working in Community Setting Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

- Medical Treatment Provided Assistance Provided to Conclude Incident (detail in Incident Description) Security Contacted Law Enforcement Contacted Lost Time of Work Hours: _____ Actions Requested to Protect from Continuing Threat (if any): _____

PLEASE NOTE:

If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures.

¹ The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.