

Workplace Violence Prevention Program

Charlotte Valley Central School

Date: March 15, 2024

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Introduction

What is Workplace Violence?

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee
- Any intentional display of force which would give an employee reason to fear or expect bodily harm
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of this program:

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

Charlotte Valley Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people **in** our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of **any** violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Workplace Risk Assessment

The District/BOCES has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives.

Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the District/BOCES employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred:
 - Having a mobile workplace assignment
 - Working with a population which might expose one to potentially violent persons (e.g., in healthcare, social service, public service or criminal justice settings)
 - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2**, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed to make improvements to this program during the required annual review or as necessary.

Control methods that the District/BOCES will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the "hierarchy of control measures".

1. **Engineering controls** eliminate or reduce the hazard through substitution or design (possible capital project).

Examples include:

- Increased lighting
- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing cash on hand

2. **Administrative controls** eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

Examples include:

- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

3. **Personal Protective Equipment (PPE)** is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single profile that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence. A list of indicators of increased risk of violent behavior include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems

- Signs of drug/alcohol abuse on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

1. Employee issues (some examples include:

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g., deadlines, projects, etc.

2. Workplace issues (any of the following may be an employee's perception of issues)

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Reporting an incident

At the core of this Workplace Violence Prevention Program is Charlotte Valley's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any District/BOCES employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). If employees observe or experience an incident of violence involving an employee or visitor to a District/BOCES in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the **Workplace Violence Administrator/Officer** using the Incident Report in **Appendix 4**.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the District/BOCES will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The **Workplace Violence Administrator/Officer** shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 4 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

Employee Information and Training Outline

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in **Appendix 3**.

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900 or OSHA 300), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update.

Program Review

Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer), with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports

Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs. An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review

The program shall be reviewed at least annually. The review will focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. **Appendix 5** will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District/BOCES workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

APPENDIX 1 Policy Statement

Workplace Violence Prevention Policy Statement

Charlotte Valley Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

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Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Eric C. Whipple	Name	Christine Davis
Title	Superintendent	Title	Principal
Department		Department	
Phone	607-278-5511	Phone	607-278-5511
Location	Charlotte Valley CSD	Location	Charlotte Valley CSD

APPENDIX 2 Risk Assessment

Site Risk Assessment

Date of Survey: March 14, 2024

Facility Name: Charlotte Valley Central School District

Facility Address: 15611 State Route 23 Davenport, NY 13750

Names/Titles/Organization for those conducting assessment:

Employer Representatives: Eric C. Whipple, Superintendent; Christine Davis, Principal

Employee Representatives: Natalie Zimmerman, Danielle Dorsey, Troy Rider, Cheryl Butler, Jennifer Jester,

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting	X		
Employees work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job	X		
Employees work in location with uncontrolled public access		X	Outside of school hours
Employees work in area of previous security concerns	X		Situations were attempted to be addressed and subsequently reduced incidents of violence.
Employees work with public	X		
Employees work in high crime area		X	
Employees work with volatile persons	X		
Does facility have posted evacuation plan/map	X		
Does facility conduct routine evacuation/fire drills	X		
Are electric panels locked to prevent unauthorized access		X	Some boxes have been open
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits	X		
Security:			
Does the facility use Resource Officers? If yes, # R.O. per facility		X	
Is security or law enforcement present at this location? If yes list # present per shift:			

Is security/law enforcement posted at entrances If yes, list entrances		X	
Do security/law enforcement personnel patrol facility		X	Law enforcement visits occasionally through "walk arounds"
Are I.D. badges required to be worn by all personnel		X	
Are students required to use school issued I.D. badges when on premises		X	
Is card reader or equivalent required for entry to facility	X		
Is facility equipped with metal detectors		X	
Is facility equipped with security cameras	X		
Is facility equipped with panic buttons	X		
Are visitors permitted to enter facility	X		
Are visitors required to wear visitor I.D. badges	X		When Lobby guard platform works
Are emergency contact names and phone numbers posted in each occupied room		X	
Is each room equipped with a telephone or radio to call for help when needed	X		Weight room, cafeteria do not have a phone
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel		X	
Are parking areas patrolled by security/law enforcement personnel		X	
Are parking areas equipped with security cameras	X		
Are parking areas equipped with lights	X		
Offices:			
Do office areas have controlled access		X	
Is office area separated from entrance with privacy glass	X		
Is office area equipped with panic alarm	X		
Are offices equipped with telephones to call 911	X		
Are telephones or radios used to communicate with facility personnel	X		
Are office doors equipped with door locks to prevent unauthorized access	X		

Do employees receive De-escalation training		X	
Classrooms:			
Are evacuation maps posted in each classroom		X	
Are classroom doors equipped with locks to restrict access	X		
Are classrooms equipped with telephones	X		
Are classroom personnel equipped with radios		X	
Is personal protective equipment provided to all classroom personnel as needed		X	
Are classroom personnel exposed to violent behavior from students	X		
Do classroom personnel receive De-escalation training		X	Various employees receive training, however all employees have not in recent years.
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		
Have classroom personnel been provided with training on working with students with behavioral issues		X	Various employees receive training, however all employees have not in recent years.
Are windows locked to prevent uncontrolled access	X		
Is availability to items that can be used as weapons by students minimized	X		
Cafeteria:			
Is access restricted to authorized personnel only		X	
Do cafeteria personnel exchange money with students and staff	X		
Are cafeteria personnel provided with necessary personal protective equipment	X		
Is cafeteria equipped with security cameras	X		
Is cafeteria locked when not in use		X	
Are cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits		X	
Auditorium:			

Are all entrances kept locked when not in use		X	
Is auditorium, stage, backstage equipped with security cameras	X		
Is auditorium, stage, backstage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events	X		
Are catwalks, light towers, etc. restricted to authorized personnel only	X		
Is auditorium patrolled by security/law enforcement during events		X	
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits	X		
Are locker rooms locked or monitored to prevent unauthorized entry		X	
Is the area patrolled by security/law enforcement during events		X	
Is gymnasium equipped with security cameras	X		
Athletic fields			
Is security/law enforcement present for all sporting events home & away		X	
Are athletic fields protected from unauthorized entry with fences		X	
Are athletic fields equipped with security/event lighting		X	
Are I.D.s required to be worn by school personnel at sporting events		X	
Bus Garage & busses			
Are all busses equipped with radios	X		
Are all busses equipped with security cameras	X		
Is somebody available to respond to all radio calls from drivers that are on road	X		
Are I.D.s required by individuals getting on busses		X	
Are two employees on board for each bus run		X	
Are busses secured or locked when not in use		X	
Is bus garage equipped with security cameras	X		

Is bus garage locked when vacant	X		
Field trips:			
Do school personnel have a copy of emergency contact names and numbers for administration	X		
Does school personnel verify I.D. of each student at beginning and end of trip		X	
Do chaperones receive security briefings prior to trip		X	
Building & Grounds:			
Are buildings equipped with security cameras	X		
Are buildings equipped with security lighting	X		
Are buildings/rooms locked when not in use	X		
Are employees provided with radios		X	
Is equipment locked up when not in use		X	
Staff Meetings & Conferences:			
Do security/law enforcement personnel patrol facility during these events		X	
Do school personnel receive de-escalation training		X	
Are metal detectors utilized for after hour activities such as conferences & meetings		X	

Assessment completed by:

Name(s): Natalie Zimmerman, Danielle Dorsey, Troy Rider, Cheryl Butler, Jennifer Jester, Amber Wiltsie, Christine Davis, Eric Whipple	
Title(s): Charlotte Valley Safety Team	
Signature(s): Recorded and filed	

Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

School A - Identified Risk	Selected Control(s)	Comments
Items in the hallways	Minimize items in the hallways that individuals can easily gain access to	
Keys for substitutes	Purchase enough keys for substitutes	
Security Camera at front door	Improve the main door access camera system.	
Door latch security/door propping	Educate/Train students/staff on door propping.	
Locker room vestibule	Door security procedures	
Unsupervised events outside of school hours	Event procedures and/or increase in employee staffing	
Parent/Teacher conferences after hours	Provide guidelines for conferences when outside of school hours	
De-escalation Techniques	Offer training to all staff	
Supervision in the hallways during passing time	Expectation review of staff at doorways during passing time	

APPENDIX 3 Training Outline

Workplace Violence Prevention Training Outline

Information and training for all employees:

1. Overview of Requirements of the Workplace Violence Regulations
 - a. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
 - b. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
 - c. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
 - d. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
2. Risk factors and measures that were identified in the risk evaluation
 - a. Risk Factors
 - b. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
 - i. Incident alert and notification procedures
 - ii. Appropriate work practices
 - iii. Emergency procedures
 - iv. Use of security alarms and other devices
 - v. Other existing policies, procedures and work practices relevant to WPV
 - vi. Procedures to report incidents of workplace violence
3. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).
4. Privacy Concerns
 - a. How will sensitive information be handled?
 - b. Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

APPENDIX 4 Incident Report

CHARLOTTE VALLEY CENTRAL SCHOOL DISTRICT WORKPLACE VIOLENCE INCIDENT REPORT FORM

Information about the Alleged Victim

Name: _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

Job title: _____

Work address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Perpetrator

(The person alleged to have committed the workplace violence.)

Name: _____

Alleged perpetrator's relationship to the District:

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Employee | <input type="checkbox"/> Job applicant |
| <input type="checkbox"/> Parent/legal guardian | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Contractor/subcontractor/vendor/consultant |
| <input type="checkbox"/> Student teacher | <input type="checkbox"/> Intern | <input type="checkbox"/> Other _____ |

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Information about the Alleged Incident

Date: _____ Time: _____

Location: _____

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

Describe the nature and extent of any injuries arising from the incident, including the name of the individual(s) injured:

Information about Witnesses

If possible, please list the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

Victim's Signature: _____

Completed on: _____
(Date)

To be completed by Workplace Violence Coordinator

Alleged perpetrator's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

District Response

Detail the actions that the District has taken in response to this incident of workplace violence:

Detail the actions that the District has taken or is considering as a result of the incident to prevent similar occurrences from happening in the future:

Completed by: _____
(name and title)

Completed on: _____
(Date)

APPENDIX 5 Program Review

Workplace Violence Program Maintenance and Review

Program review (annual) completed on: March 15, 2024

Stakeholders and authorized employee representatives (where applicable)
Eric Whipple
Christine Davis
Natalie Zimmerman
Troy Rider
Cheryl Butler
Danielle Dorsey
Jennifer Jester
Amber Wiltsie

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district/BOCES website.

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Eric C. Whipple	Name	Christine Davis
Title	Superintendent	Title	Principal
Department		Department	
Phone	607-278-5511	Phone	607-278-5511
Location	Charlotte Valley CSD	Location	Charlotte Valley CSD