



What is the purpose of the Workplace Violence Prevention Plan?

The City of San Rafael is dedicated to providing a safe, secure, and violence-free workplace. The Workplace Violence Prevention Plan (WVPP) establishes the procedures to report, respond to, and prevent disruptive or violent behavior in compliance with California Labor Code (LC) Sections 6401.7 and 6401.9.

What is workplace violence?

Workplace violence includes acts or threats of physical violence, harassment, intimidation, or other threatening disruptive behavior. The WVPP covers any violent behavior occurring at work, including:

Type 1: Violence by individuals without legitimate business at the workplace (e.g., robbery).

Type 2: Violence from customers, clients, or visitors directed at employees.

Type 3: Violence between employees, including current or former employees.

Type 4: Violence by individuals with personal relationships with an employee (e.g., domestic violence).

What are my responsibilities as an employee?

All employees are responsible for following the City's WVPP and preventing violence in the workplace. This includes, but is not limited to:

- Reporting any threats or violent acts immediately.
- Complying with all security and safety procedures.
- Participating in mandatory WVPP training.

How do I report workplace violence or threats?

Emergency Situations: Call 911 and move to a safe location.

Non-Emergency Situations: Report threats or concerns to your supervisor, department head, the Risk Manager, or Human Resources. You can also make anonymous reports through the City's employee website.

How will the City address workplace violence and threats?

Training: All employees are required to participate in annual workplace violence prevention training.

Security Systems: The City uses security cameras, alarms, and public address (PA) systems for emergency alerts and evacuation routes.

Inspections: Inspections will be conducted when the plan is first established, after each incident, and when new hazards are identified. Inspections will assess various aspects of workplace security and potential violence risks.

Hazard Correction: Workplace violence hazards will be evaluated and corrected in a timely manner, and imminent hazards will be addressed immediately.

Incident Investigation: All incidents are investigated, and corrective actions are taken as necessary. Employees are encouraged to report any unsafe situations.

What happens after a workplace violence incident?

Following a workplace violence incident, the City will:

- Conduct a thorough investigation.
 - Provide support, including access to the Employee Assistance Program (EAP) for counseling.
 - Review the situation to prevent future incidents and ensure compliance with City policy.
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Can I be retaliated against if I report a workplace violence incident?

Under the WVPP, employees are protected from retaliation for reporting workplace violence incidents or threats, participating in investigations, or using safety-related rights.

What about restraining orders?

Employees with active restraining orders, including the workplace, are encouraged to inform their supervisor. Management will coordinate with HR, Risk Management, and Police to determine necessary actions.

Who should I contact about the WVPP?

For questions, reporting incidents, or concerns, contact:

- Risk Manager: Heather Davis, (628) 667-5154, heather.davis@cityofsanrafael.org
- Human Resources: (415) 485-3063, human.resources@cityofsanrafael.org

For emergencies, call 911.

Disclaimer: This factsheet is intended for informational purposes only. It summarizes the key components of the City of San Rafael's Workplace Violence Prevention Plan (WVPP) but does not replace or modify the full policy. For complete details, employees should refer to the full WVPP. The full policy governs in the event of any discrepancies.