

RESOLUTION NO. 291-20200902

RESOLUTION – APPROVING AND AUTHORIZING A REVISION OF  
THE WORKPLACE VIOLENCE PREVENTION POLICY

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WHEREAS, the Workplace Violence Prevention Program was revised in May 2015 by Resolution No. 2015-0506 and again in January 2, 2020 by Resolution No. 53-20200102; and

WHEREAS, after review by the Administration Committee of this Board has approved and authorized a further revision to the Otsego County Workplace Violence Prevention Policy as indicated below in bold italics; and

WHEREAS, the Otsego County Workplace Violence Prevention Policy will be available for review by any Otsego County employee at the Otsego County Personnel Office and on the County website; now, therefore, be it

RESOLVED, that the Otsego County Board of Representatives hereby approves and authorizes the Otsego County Workplace Violence Prevention Program, annexed to this resolution, effective September 2, 2020:

## **OTSEGO COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM**

### **POLICY STATEMENT**

Otsego County is dedicated to the security, safety and overall well-being for all of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Otsego County property will be thoroughly investigated and appropriate action will be taken. Individuals who engage in this behavior may be removed from Otsego County's property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Otsego county policies, rules and collective bargaining agreements, Civil Service Law, and/or referral to law enforcement authorities for criminal prosecution. The Board of Representatives, officials, department heads, staff, volunteers, vendors, contractors, consultants, and others, who do business with the County are expected to maintain a working environment free from violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and to create an environment of mutual respect for each other as well as clients, following all policies, procedures, and program requirements.

This policy meets the requirements of NYS Labor Law 27-b (Appendix A), and is designed to prevent, minimize and respond to any workplace violence. It also highlights some of the elements found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. The Workplace Violence Prevention Program provides for full employee participation through authorized employee representatives in the risk assessment, development and review of the policy, and ongoing review of the incident reports and effectiveness of mitigating actions taken by the County. 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. Otsego County has identified

response personnel that include a member of management and an employee representative. If appropriate, Otsego County will make referrals to counseling services for employees. The Workplace Violence Prevention Policy is available for review on the Otsego County Intranet and is available from department heads upon employee request.

All Otsego County personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats that have been witnessed, received, or when personnel have been told that another person has witnessed or received threats. Otsego County will ensure confidentiality to the fullest extent possible. Additionally, personnel are encouraged to report behavior that they reasonably believe poses a potential for workplace violence.

Designated Contact Person:  
Penney Gentile, Personnel Officer  
Otsego County Personnel Department  
183 Main Street, Cooperstown NY 13326

The Otsego County program will ensure the following:

- Complete commitment from all levels of management to be implemented consistently, fairly and without any form of reprisal to those filing complaints.
- Confidentiality to fullest extent possible.
- Shared participation from non-management and management personnel in formulation as well as in practice.
- Prompt and accurate action on all reported incidents.
- An open door of communication for program re-evaluation and improvement.
- A comprehensive written policy which all employees will sign upon receipt.
- The establishment of a Threat Assessment Team designed to monitor all program goals and directives.

## DEFINITIONS

According to the National Institute for Occupational Safety & Health (NIOSH), "A Workplace may be any location, either permanent or temporary, where an employee performs any work-related duty in the course of his/her employment by an employer. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, clients' homes, and traveling to and from work assignments."

"Workplace Violence is any physical assault, act of aggressive behavior or verbal abuse occurring in the work setting in the course of his/her employment by an employer. It includes, but is not limited to any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, or Otsego County's ability to provide services to the public."

#### WORKPLACE VIOLENCE INCIDENT TYPES

Workplace Violence incidents can be divided into categories depending on the relationship between the assailant and the worker or workplace. These categories are:

- Type One: Violence by Strangers  
Violent acts by criminals who have no other connection with the workplace, but enter to commit robbery or other crimes.
- Type Two: Violence by General Public  
Violence directed at employees by customers, clients, patients, students, inmates, or any others for whom an organization provides services.
- Type Three: Violence by Co-Workers  
Violence against coworkers, supervisors, or managers by a present or former employee.
- Type Four: Violence by Personal Relations  
Violence committed in the workplace by someone who doesn't work there, but has a personal relationship with an employee – an abusive spouse or domestic partner.

#### INITIAL EVALUATION AND DETERMINATION OF WORKPLACE VIOLENCE RISK FACTORS

Otsego County determines that the following are some of the factors or situations in County workplaces that might place employees at risk:

##### Evaluation of Physical Environment

- Duties that involve the handling or exchange of monies with the public.
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in health care, probation, social services or criminal justice settings.
- Working in community-based settings.
- Working in areas with poor or no radio or cell phone coverage
- Working off hours
- Working alone or in small numbers
- Working in rural or sparsely populated areas.
- Working in a poorly lit environment.
- Working in a area where the public has unrestricted access
- Workers that are untrained to potential workplace violence situations

#### Administrative Risk Factors

- Employer will assess relevant policies, work practices and procedures that may impact the risk of workplace violence.

### METHODS OTSEGO COUNTY WILL USE TO PREVENT INCIDENTS OF WORKPLACE VIOLENCE

Prevention is the responsibility of every employee. In addition, the County has taken these measures to insure a safer environment for all employees and the public.

- NYS Court Security Officers are located at the County Office Building, County Court House, and annex building. A private Security Guard is assigned to the Meadows building. Deputies and Correction Officers provide security to Public Safety Building.
- All County employees shall wear County issued identification badges.
- Panic buttons are used in the various court rooms as an added precaution.
- Several County departments are locked and secured preventing the general public from access unless they are authorized or accompanied by an Otsego County employee. These departments include, but are not limited to: Probation, 911 - Communications, Corrections, Sheriff's Office, Community Mental Health and Chemical dependencies.
- Annual training will be required of all employees. Training will be department specific based on needs and risk. Law Enforcement and caseworkers may need additional trainings. At a minimum work place violence training will cover risk factors in the workplace, ways to protect

employees from identified risks, warning signs, de-escalation techniques, personal safety, and location of written Workplace Violence Prevention Program and how to obtain a copy. The training program will be reviewed by a NYS Department of Labor, the county insurance providers and others as needed.

- Alcohol and Drug Free Workplace Policy (Appendix B)
- Weapons Policy (Appendix C)
- Incident Report Form (Appendix D)
- Bomb Threat Protocol (Appendix E)

### IDENTIFICATION AND BADGING

Proper employee and visitor screening is a critical aspect of good security. A current color picture must be placed on the front side of the badge itself. It is recommended that the picture should be updated whenever an employee's appearance changes substantially; i.e., shaved head, growth of beard, change in hair color, or appearance altering plastic surgery or the like. The pertinent information that needs to be included on the badge is full name, badge number/employer identification number, department assigned, Bar code, and signature. Any card which shows the slightest sign of tampering must be confiscated and the employee restricted from further access until clarification can be validated. Electronic card readers should be installed at all unmanned critical entry points. This will reduce the number of security professionals needed and protect controlled areas. All badges should be issued upon employment and rescinded at termination, without exception. The key to a secure facility is to train everyone on security procedures and have a culture that has employee safety as our highest concern.

### BUILDING ACCESS CONTROL

To secure a workplace properly, it stands to reason that we must first limit all access to county facilities. By controlling the points of entry for employees and visitors, we will narrow the scope of potential hazards. Ideally, outside of fire exit doors built with crash bars, there should only be one entry/exit point. Understandably, this is not always possible. Doors should never be propped open. Staff or visitors should never allow persons to enter county building that they are not familiar with. The use of close circuit television (CCTV) is imperative and will be installed in buildings. It should be noted that periodic maintenance should be performed on all such technology. Intrusion detection systems should be installed through key areas of the facility, as well as, motion detectors.

Clear visibility to either the common hallway in a building or the outside landscape will provide better lighting, create more of a deterrent against violent incidents, improve law enforcement's ability to assess the circumstances in the event of a hostage situation or other similar critical incident and enhance the overall safety of that entry point.

#### REPORTING OF INCIDENTS

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any County employee. Workplace violence should be promptly reported to the supervisor or one in authority as well as completing and filing the Incident Report Form (Appendix E) with the Personnel Officer. The reports must be in writing and maintained for review. The complainant will be notified when the investigation is complete. Written complaints are reviewed annually by the Workplace Violence Prevention Advisory Team. Additionally, County employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. Otsego County will assure confidentiality to the fullest extent possible. It is important that all employees take this responsibility seriously to effectively maintain a safe working environment.

"If following a referral of such matter to the employee's supervisor's attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative of employees may request an inspection by giving notice to the commissioner of labor of the state of New York of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the commissioner to the employer or the person in charge no later than the time of inspection, except that on the request of the person giving such notice, such person's name and the names of individual employees or representatives of employees shall be withheld. Such inspection shall be made forthwith." (NYS Labor Law Section 27-b (6)(b)).

The County will examine all records that pertain to workplace violence incidents to identify patterns in the type and cause, in particular areas of the workplace or incidents which involve specific areas or individuals.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

## RESPONSIBILITIES

### Elected Officials and Department Heads

Elected officials and department heads shall be responsible for the implementation of this policy. The responsibility includes dissemination of this policy to all employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all administration and supervisors are aware of their responsibilities under this policy through internal communication and training.

### Supervisory Staff

Each employee designated with supervisory responsibility (hereinafter "Supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report to the Personnel Officer any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist.

### Personnel Officer

The Personnel Officer is responsible for ensuring new employees have a copy of the Workplace Violence Prevention Program and appropriate training. The Personnel Officer will also be responsible for annually disseminating this policy to County personnel, as well as posting the policy appropriately throughout County Buildings and locations.

The Personnel Officer will assist Department Heads and the Workplace Violence Assessment Team in responding to workplace violence; and consulting with as necessary counseling services to secure professional intervention.

The Personnel Officer in conjunction with the Health and Safety Officer (and or



designated department heads) will offer annual opportunities for training in the prevention and awareness of workplace violence.

*The Program will be reviewed in its entirety at least annually (tentatively April of each year).*

#### THE WORKPLACE VIOLENCE ASSESSMENT TEAM

The Workplace Violence Assessment Team will consist of the Personnel Officer; the Emergency Services Coordinator or Director; Law Enforcement which **includes the Sheriff (or Sheriff's designee) and a law enforcement agency representative with geographical jurisdiction as necessary**; the Health and Safety Officer; the Department Head (where the incident arose) unless otherwise disqualified; the County Attorney; and an appropriate union representative (as applicable).

This team will assist in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the County's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention intervention and interviewing techniques in responding to workplace violence.

#### CONFIDENTIALITY

The County shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The County will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of County employees would be served by such action. The filing of false or fabricated reports will not be tolerated.

#### RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination, and referral to law enforcement in aggravated circumstances.

## Appendix A

### LABOR LAW ARTICLE 2 § 27-b

\* § 27-b. Duty of public employers to develop and implement programs to prevent workplace violence.

1. Purpose. The purpose of this section is to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such employers design and implement workplace violence protection programs to prevent and minimize the hazard of workplace violence to public employees.

2. Definitions. For the purposes of this section:

a. "Employer" means: (1) the state; (2) a political subdivision of the state, provided, however that this subdivision shall not mean any employer as defined in section twenty-eight hundred one-a of the education law; (3) a public authority, a public benefit corporation, or any other governmental agency or instrumentality thereof; and (4) an authorized agency as defined in paragraph (a) of subdivision ten of section three hundred seventy-one of the social services law that accepts children adjudicated delinquent under article three of the family court act.

b. "Employee" means a public employee working for an employer.

c. "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.

d. "Supervisor" means any person within an employer's organization who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.

e. "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

3. Risk evaluation and determination. Every employer shall evaluate its workplace or workplaces to determine the presence of factors or situations in such workplace or workplaces that might place employees at risk of occupational assaults and homicides. Examples of such factors shall include, but not limited to:

a. working in public settings (e.g., social services or other governmental workers, police officers, firefighters, teachers, public transportation drivers, health care workers, and service workers);

b. working late night or early morning hours;

c. exchanging money with the public;

d. working alone or in small numbers;

e. uncontrolled access to the workplace; and

f. areas of previous security problems.

4. Written workplace violence prevention program. Every employer with at least twenty full time permanent employees shall develop and implement a written workplace violence prevention program for its workplace or workplaces that includes the following:

a. a list of the risk factors identified in subdivision three of this section that are present in such workplace or workplaces;

b. the methods the employer will use to prevent incidents of occupational assaults and homicides at such workplace or workplaces, including but not limited to the following:

(1) making high-risk areas more visible to more people;

(2) installing good external lighting;

(3) using drop safes or other methods to minimize cash on hand;

(4) posting signs stating that limited cash is on hand;

(5) providing training in conflict resolution and nonviolent self-defense responses;  
and

(6) establishing and implementing reporting systems for incidents of aggressive behavior.

5. Employee information and training.

a. Every employer with at least twenty permanent full time employees shall make the written workplace violence prevention program available, upon request, to its employees, their designated representatives and the department.

b. Every employer shall provide its employees with the following information and training on the risks of occupational assaults and homicides in their workplace or workplaces at the time of their initial assignment and annually thereafter:

(1) employees shall be informed of the requirements of this section, the risk factors in their workplace or workplaces, and the location and availability of the written workplace violence prevention program required by this section; and

(2) employee training shall include at least: (a) the measures employees can take to protect themselves from such risks, including specific procedures the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, use of security alarms and other devices, and (b) the details of the written workplace violence prevention program developed by the employer.

6. Application.

a. Any employee or representative of employees who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice and shall afford the employer a reasonable opportunity to correct such activity, policy or practice. This referral shall not apply where imminent danger or threat exists to the safety of a specific employee or to the general health of a specific patient and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

b. If following a referral of such matter to the employee's supervisor's attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative of employees may request an inspection by giving notice to the

commissioner of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the commissioner to the employer or the person in charge no later than the time of inspection, except that on the request of the person giving such notice, such person's name and the names of individual employees or representatives of employees shall be withheld. Such inspection shall be made forthwith.

c. A representative of the employer and an authorized employee representative shall be given the opportunity to accompany the commissioner during an inspection for the purpose of aiding such inspection. Where there is no authorized employee representative, the commissioner shall consult with a reasonable number of employees concerning matters of safety in the workplace.

d. The authority of the commissioner to inspect a premises pursuant to such an employee complaint shall not be limited to the alleged violation contained in such complaint. The commissioner may inspect any other area of the premises in which he or she has reason to believe that a serious violation of this section exists.

e. No employer shall take retaliatory action against any employee because the employee does any of the following:

(1) makes an application pursuant to paragraph a of this subdivision;

(2) requests an inspection as authorized in paragraph b of this subdivision;

(3) accompanies the commissioner as authorized in paragraph c of this subdivision;

f. The commissioner may, upon his or her own initiative, conduct an inspection of any premises occupied by an employer if he or she has reason to believe that a violation of this section has occurred or if he or she has a general administrative plan for the enforcement of this section, including a general schedule of inspections, which provide a rational administrative basis for such inspecting. Within one hundred twenty days of the effective date of this paragraph the commissioner shall adopt rules and regulations implementing the provisions of this section.

g. Any information obtained by the commissioner pursuant to this subdivision shall be obtained with a minimum burden upon the employers.

h. When a request for an inspection has been made in a situation where there is an allegation of an imminent danger such that an employee would be subjecting himself or herself to serious injury or death because of the hazardous condition in the workplace, the inspection shall be given the highest priority by the department and shall be carried out immediately.

\*as of December 23, 2019 subject to future amendments.

### **Appendix B**

## **ALCOHOL AND DRUG FREE WORKPLACE POLICY OTSEGO COUNTY, NEW YORK**

### **Purpose and Goal**

**Otsego County** is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. The county recognizes that alcohol abuse and drug use poses a significant threat to our goals. The county has established an Alcohol and Drug Free Workplace Program that balances the county's respect for individuals with the need to maintain an alcohol and drug free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- All employees are directed not to report to work or be on duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

### **Covered Individuals**

Any individual who is employed by Otsego County, conducts business for Otsego County, is applying for a position or is conducting business on the County's property or on behalf of the County is covered by this Alcohol and Drug Free Workplace Policy. The County's policy includes, but is not limited to, full-time employees, part-time employees, temporary hires and seasonal employees.

### **Applicability**

This Alcohol and Drug Free Workplace Policy is intended to apply whenever any employee is representing or conducting business for the County. Therefore, this policy applies during all working hours, while on-call, standby, and/or while operating or riding in vehicles belonging to the County or while operating their own personal vehicle conducting County business.

To the extent that the terms of this policy are subject to federal, state or local laws regarding drug or alcohol testing, those respective laws shall supersede any inconsistent terms of this policy.

### **Prohibited Behavior**

It is a violation of this Alcohol and Drug Free Workplace Policy to use, possess, sell, manufacture, distribute, dispense, trade, and/or offer for sale alcohol, illegal drugs or intoxicants or to be under the influence of alcohol, illegal drugs or intoxicants on County property or when operating or riding in County vehicles or while operating their own personal vehicle conducting County business.

### **Notification of Conviction**

Federal law requires that any employee who works in a granted program and who is convicted of any criminal drug statute conviction (including a plea of guilty or a plea of nolo contendere) must notify the County in writing within five (5) calendar days of the conviction or plea. The County will take appropriate disciplinary action and/or require satisfactory participation by the employee within thirty (30) days of notification. If applicable, the County will notify the granting agency within ten (10) days after receiving notice of such employee conviction (Grant is defined in Title 24 Section 21.605 Code of Federal Regulations).

### **Consequences**

One of the goals of this Alcohol and Drug Free Workplace Policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences will be serious.

In the case of an applicant for employment who violates the Alcohol and Drug Free Workplace Policy, any conditional offer of employment can be withdrawn, where permitted by law.

If an employee violates the policy, he or she may be terminated from employment or otherwise disciplined subject to any applicable law or collective bargaining agreement provisions.

### **Assistance**

Otsego County recognizes that alcohol and drug abuse and addiction are treatable illnesses. The County also realizes that early intervention and support improve the success of rehabilitation. To support its employees, the County's Alcohol and Drug Free Workplace Program:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- May allow the use of accrued paid leave while seeking treatment for alcohol and other drug problems pursuant to the County's leave policy, the Family and Medical Leave Act ("FMLA") or the provisions of any applicable law or collective bargaining agreement.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

### **Confidentiality**

All information received by the County through the Alcohol and Drug Free Workplace Program will be treated as confidential to the extent practical. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive alcohol and drug free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are encouraged to:



- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the Alcohol and Drug Free Workplace Policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

### **Communication**

Communicating this Alcohol and Drug Free Workplace Policy to both supervisors and employees is critical to the County's success. To ensure all employees are aware of their role in supporting the County's Alcohol and Drug Free Workplace Program:

- All employees will receive a written copy of this policy.

Adopted: September 4, 1991 (Res. 235 of 1991 – originally called the Drug-Free Workplace Policy)

Amended: November 6, 1991 (Res. 270 of 1991)  
November 4, 2009 (Res. 254 of 2009)

## **Appendix C**

### **WEAPONS STATEMENT**

Otsego County has a zero tolerance philosophy with regard to the possession (physical and/or constructive), by an employee, of any dangerous/deadly weapon on our premises except by those so licensed by the state or by us as sworn law enforcement personnel. Concealed carry permits by citizens are not permitted to enter government buildings and must secure the weapon prior to entering a county facility. This includes, but is not limited to, any firearm, knife, blunt instrument, brass knuckles, or any other object that can cause bodily injury,

serious bodily injury, or death.

It should be duly noted that any violation of this policy by an employee or refusal to submit to a lawful inspection for the presence of a weapon on our property would result in disciplinary action up to and including termination.

**For further information regarding Otsego County's position on weapons, refer to Local Law No. 2 of 1995 County of Otsego, New York banning possession of firearms and other dangerous weapons in Otsego County Buildings.**

**Appendix D**

WORKPLACE INCIDENT REPORT FORM

Note: In completing this form, attach all supporting documents; such as, continuation sheets and police reports

Case #: \_\_\_\_\_

Affected Party(s): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department/Phone Ext. \_\_\_\_\_

**Incident Information:**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident (be specific): \_\_\_\_\_

Description of Incident: (Narrative)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this or a similar incident ever happened to you before? If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you incurred any injury whatsoever, (physical-emotional) please describe the injury, in detail, and the location of any treatment received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all witnesses of the incident:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Was a weapon involved? If so, specify type and to what extent:

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**Aggressor Information:**

Name: \_\_\_\_\_

Department: *(if an employee)* \_\_\_\_\_

Supervisor: *(if an employee)* \_\_\_\_\_

Relationship to aggressor: *(if stranger, indicated relationship, if any)* \_\_\_\_\_

Had anything occurred in the past to make you feel this would happen? If so, please explain.

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Home address/vehicle information: *(if not an employee)*

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**Follow-up Information:**

Did this incident cause lost workdays? Yes/No If so, how many? \_\_\_\_\_

What action did employer take? If so, when (dates) and by whom?

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Have you had any counseling or any form of emotional support since the incident? If not, would you like to be afforded this?

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As you see it, does something need to be done to avoid such an incident from happening again? If so, explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report Completed by \_\_\_\_\_

Reviewed/Approved by \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Appendix E**

BOMB THREAT PROTOCOL

	Information to Obtain	Handling Instructions
	Date/Time of call	Stay Calm
	Caller Dialogue (be specific)	
Questions To Ask Caller	When and where bomb is going to explode	Stay focused
	What does the bomb look like (is it contained in something) i.e., box or bag	Stay on the phone for the entire message
	What type of bomb is it (what is it made of)	
	What can cause it to explode? (timer, motion, etc?)	Alert a colleague and have them call Law Enforcement
	Where are you calling from? (justification for caller ID) Why are you doing this?	Try to establish a relationship with the caller
		Pay attention to:
Voice Descriptions (circle the one which applies)	Male or female	1. Background noises
	Calm-nervous-upset-angry	2. Affiliations mentioned
	Accent (note from where) or bland	3. Key word/phrase identifier

	Clear-stutter-lisp-slurred	4. Names mentioned
	Familiar (if so, who) or unfamiliar	
	Natural or disguised	

Once the call is completed, if not accomplished, contact law Enforcement and notify appropriate management immediately.

## **Otsego County's Workplace Violence Prevention Program**

**By signing below you acknowledge that you have received a copy of the Otsego County Workplace Violence Prevention Program.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**