



Addendum C – Violent Incident Log and Instructions

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will **NOT** be recorded. Such personal identifying information includes 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, could reveal the person’s identity.

Upon receipt of report, the supervisor assigns a number system for tracking including date of report, location, initials of who completed the log entry, without including employee name. Tracking and trending should include date, time and location, violence type, type of assault, and incident detailed description.

It is expected that the logs will be forwarded to HR on a timely basis.

Departments are expected to review the data at least quarterly and make improvements to prevent further incidents.

Template Log is below:

Log #	Person completing the log	Incident Date	Incident Time (24-hour)	Physical Location	Violence Perpetrator(s) i.e.. I-stranger; II- client; III-employee; IV- personal relationship	Incident type, i.e. verbal threat, physical attack	Police notified Y/N
Example: HR- 1.2.3	Jayme Rivers	12.5.24	1525	Redding office	IV	Verbal	N