

# **Rancho Murieta Community Services District**



## **Workplace Violence Prevention Plan**

**November 14, 2025**

# **Workplace Violence Prevention Plan (WVPP)**

Issued: November 14, 2025

Effective: November 14, 2025

## **PURPOSE**

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP complements the existing RMCS D anti-violence policies<sup>1</sup> by laying out more specifically the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of re-occurrence.

## **BACKGROUND – CALIFORNIA SENATE BILL 553**

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. SB 553 has multiple requirements of an employer which can be broadly grouped into two categories: pre-violent incident activities<sup>2</sup> and post-violent incident activities<sup>3</sup>. The details of both categories are presented in greater detail in the following WVPP.

## **GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN**

The goal of establishing a Workplace Violence Prevention Plan is to reduce violent incidents in the workplace at all Rancho Murieta Community Services District (RMCS D) work sites. Ultimately, this will be achieved through improved employee awareness, violent incident identification and reporting, tracking of violent incidents, and corrective actions when hazards are recognized.

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<sup>1</sup> Existing Policy Prohibiting Employee Violence in the Workplace:

*The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, officers, consultants, contractors, vendors, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner.*

<sup>2</sup> Pre-violent incident activities include all employee education and training with awareness as to how to recognize a violent incident, how to elevate an issue, and ongoing communication with employees on workplace violence.

<sup>3</sup> Post-violent incident activities include completion of a violent incident report by the supervisor, completion of an incident investigation by Human Resources (HR) professional, completion of a violent incident log, and ongoing evaluation of incidents with issue identification and hazard correction.

## WORKPLACE VIOLENCE DEFINITIONS

Although there are different definitions and/or interpretations of “violence,” for purposes of reporting and analyzing events, the Workplace Violence definitions as set forth in SB 553 are included below and are used consistently throughout training and reporting materials.

- **Type I. Violence by Strangers**  
Example: RMCSO Utility Worker assaulted by stranger while cleaning up.
- **Type II. Violence by Customers/Clients**  
Example: Front Desk worker being assaulted by a customer/client.
- **Type III. Violence by Current or Past Coworkers**  
Example: Co-worker violence. Disgruntled employee returning to worksite to do harm.
- **Type IV. Violence by someone with Personal Relations with an Employee**  
Example: Domestic abuse situations where partner comes to worksite to do harm.

Violence may include not only acts of violence but also threats to commit violence or do harm<sup>5</sup>. Workplace violence includes any conduct, verbal or physical, in-person or virtual, which causes another to reasonably fear for their own personal safety or that of their immediate family.

## EDUCATION, TRAINING, AND COMMUNICATION

### Education and Training

SB 553 requires all employees to complete an annual mandatory workplace violence training and instruction that is clear, understandable, and effective. RMCSO partners with Target Solutions, and a workplace violence training will be assigned annually for all District employees that includes an understanding of what a violent incident is, how to elevate for attention and help, and what the role of the supervisor is in completing a violent incident report. The District-wide training is meant to be a general overview and is not site-specific.

### Communication

Beyond the initial and annual training for all employees on WVPP, departments are expected to have ongoing effective communication with employees related to the topic of workplace violence. This can include reinforcing a culture that encourages reporting of violent incidents without fear of retaliation, addressing employee concerns around violence, and any post-event investigations yielding corrective actions that could reduce violent incidents. The vehicle of communication can be in-person, or virtual, and can include staff meetings, newsletters, town hall gatherings, or staff bulletins. These communications also serve to bring timely updates to employees when changes in processes have been identified after a violent incident investigation to prevent future episodes.

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<sup>5</sup> A “threat of violence” for purposes of a workplace violence prevention plan means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonable perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

## A. RESPONSIBILITIES

### Plan Administrator

The WVPP administrator is a member of the Human Resources Department, has the authority and responsibility for implementing the provisions of this program for RMCS D.

The WVPP administrator or his/her designee is responsible for investigating each incident, conducting post-incident analysis and corrective action determination, documenting the incident and findings in respective logs, and disseminating corrective actions and updates to the WVPP.

### Management

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

As per the Injury and Illness Prevention Program (IIPP), managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation, and follow up.

Supervisors are responsible for completing the Violent Incident Report with the affected employee before submitting for investigation and violent incident log completion.

### Employees

All employees and building occupants are responsible for reporting hazards and injury or illness incidents per the IIPP, including hazards and incidents related to workplace violence. The WVPP itself must be made available for employee access and review. It can be found posted on the RMCS D website [www.rmcsd.com](http://www.rmcsd.com).

## B. EDUCATION, TRAINING, AND COMMUNICATION

Creating a workplace environment to both recognize and reduce workplace violence will take continuous education and recognition of diligent safety practices and behaviors that reduce hazards. Ongoing engagement with the WVPP by supervisors and staff can assist with plan compliance.

### Education

For all employees, education includes a process to confirm annual completion of required RMCS D violent incident identification and reporting.

### Departmental Supplemental Training

1. A review of site-specific emergency preparedness procedures .
2. Site-specific violent incident trainings beyond what is covered in RMCS D trainings.

3. Departmental-specific training for supervisors on the incident report (Addendum A), how to complete the report after an incident occurs, and the timelines for completion.

### **Communication**

Departments will maintain ongoing open communications with employees about safety concerns and will review the WVPP at a high level with employees at least annually. Ongoing communications can be met via regularly scheduled meetings, newsletters, emails, or bulletins.

If changes are made in the WVPP after an incident analysis, these updates must be shared with employees in a timely manner.

**For supervisors:** supervisors need familiarity with the incident report (Addendum A) and should be provided with specific departmental training to review the incident report, how to complete it, and the timelines for completion. Supervisors are required to complete the Violent Incident Report with the affected employee before submitting it for investigation and report completion.

### **C. EMPLOYEE OBLIGATIONS**

Each RMCS D employee is required to attend workplace violence training annually. Employees must feel comfortable identifying a violence issue and elevating it for attention and support. Employees, once aware of violence, are encouraged to report any threats or acts of workplace violence within 24 hours from time of knowledge of the incident. Employees must be able to inform management about workplace hazards or threats of violence without fear of reprisal or adverse action.

Employees shall refer any questions regarding their rights and obligations under this policy to their immediate supervisor.

### **D. ELEVATION OF AN INCIDENT:**

Appropriate elevation and response need to be determined at the time of the incident, whether it is an in-person event or a threat of future harm. With any incident, employee safety is of the highest importance. Elevation and response mechanisms can include the employee leaving the area, calling for help, or, with a more imminent threat, calling 9-1-1. The employee must share the specifics of the violent incident with a supervisor/manager or other leader.

### **E. VIOLENT INCIDENT REPORT:**

The Violent Incident Report shall be completed by the individual's immediate supervisor. If the immediate supervisor is not available, the report shall be completed by the next level of management. Prior to proceeding with any formal investigation, the management level supervisor shall report any incidents of threats or acts of physical violence to the General Manager. The Violent Incident Report should be completed as quickly as possible while the details of the event are still current, ideally within 24 hours. The report is mainly data collection, so creating a culture and environment where an employee is comfortable coming forward to report a violent incident is crucial. If the incident is between an employee and their supervisor, the next level of management must complete the report. The report template is Addendum A.

### **F. VIOLENT INCIDENT INVESTIGATION.**

The Manager is required to complete the incident investigation in a timely manner, such as within seven

(7) calendar days. Addendum B includes the materials, questions, and required analysis. As required by SB 553, completed reports should be made available to the employee within 15 days from the date of the request.

Procedures for investigating workplace violent incidents may include the following:

- A visit to the incident scene as soon as possible.
- Interviews of threatened or injured workers and witnesses.
- Examination of the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
- Determination of the cause of the violent incident.

#### **G. VIOLENT INCIDENT LOG COMPLETION.**

Complete the incident log (Addendum C) with the details required after completion of the investigation. Identifying a record number (as shown with an example in addendum C) instead of employee names allows tracking while protecting confidentiality. The log and supporting materials should be audit ready.

#### **H. POST INCIDENT REPORT AND ANALYSIS**

The intent of the log is to identify trends and opportunities for further hazard reduction. The log should be reviewed by the WVPP Administrator at least annually, or sooner if there are more frequent incidents of workplace violence. Per SB 553, the log data must be maintained for a minimum of 5 years.

#### **I. WORKPLACE HAZARD CORRECTION**

The ongoing reporting and tracking of violent incidents support identification of trends and the potential for hazard reduction or mitigation. Hazards that are identified with potential solutions will be addressed and implemented in a timely manner. If corrections are significant enough, they may require an update and modification to the current WVPP. Such updates to the WVPP must be brought to the attention of all employees in a timely manner.

#### **J. COMPLIANCE**

Departments will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. The Departmental WVPP will be made accessible on RMCSD website.

Annual completion of education and training by all District employees is required to re-enforce best practices for violence prevention. All workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Failure to comply with the Workplace Violence Prevention Plan (WVPP) and/or the policy prohibiting employee violence in the workplace may result in employee discipline up to and including termination as well as criminal prosecution.

#### **K. RECORDKEEPING**

SB 553 has several requirements for recordkeeping that must be followed. The documentation of completion of the annual training by all employees must be maintained for at least one year following the date of completion. The retention of violent incident reports and investigations must be maintained for five years following the year of incident. The violent incident logs must be maintained for at least five years following the year of incidents.

Records should be maintained, including workplace security and hazard assessments and inspections

(including the person(s) or persons conducting the inspection), the workplace security concerns that have been identified, and the actions taken to correct the identified concerns.

#### **L. ANNUAL WVPP REVIEW**

Annual review of the WVPP includes confirming accessibility to the plan and assessing its effectiveness and overall employee compliance with the processes outlined in the WVPP. This includes updates and new procedures if improvements can be identified that would reduce workplace violent incidents. The whole plan should be reviewed at least annually or more often if there are violent incidents.

## Addendum A – Violent Incident Report

### **Violent Incident-Report Instructions**

The supervisor receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. The original report must be forwarded through all appropriate levels of supervision to the WVPP Administrator and Department Head or their Designee. The department must maintain the original form. WVPP Administrator will maintain a copy.

### **Employee Information**

Reporting Employee: \_\_\_\_\_  
Affected Employee(s): \_\_\_\_\_  
Affected Employee(s) Job Title(s): \_\_\_\_\_  
Department: \_\_\_\_\_  
Facility Address: \_\_\_\_\_

### **Incident Information**

Date incident occurred: \_\_\_\_\_  
Time incident occurred: \_\_\_\_\_  
Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Definitions of Violent Incident Types**

- Type I violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type II violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type III violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type IV violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Checklist of Questions to Answer After a Violent Incident**

1. Which type of person threatened or assaulted the employee(s)?

Type I:  Stranger  Thief/Suspect  Other

Type II:  Client/Customer  Passenger  Person in Custody  Patient  Visitor

Type III:  Current Co-worker  Former Co-worker  Supervisor/ Manager

Type IV:  Current Spouse or Partner  Former Spouse or Partner  Employee's Friend  
 Employee's Relative  Family/friend of client or patient

2. What type of violent incident occurred (check all that apply)?

- Verbally harassed  Verbally Threatened  Physically Assaulted  Punched
- Slapped  Grabbed  Pushed  Choked  Kicked  Bitten
- Hit with Object  Threatened with Weapon  Assaulted with Weapon  Animal Attack
- Other (Describe): \_\_\_\_\_

3. Was a weapon used?  Yes  No

Describe the incident:

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4. Was/were the employee(s) working alone?  Yes  No

If not, who was/were with the employee(s) that may have witnessed the incident?

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5. Were there threats made before the incident occurred?  Yes  No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

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6. Are you willing to testify against the Respondent in Court to obtain a restraining order?

Yes  No

**Reporter Information**

Report Completed By: \_\_\_\_\_  
Department/Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Addendum B – Violent Incident Investigation**

The Department Head, WVPP Administrator , or Designee will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to HR.

#### **Incident Analysis To be completed by WVPP Administrator / HR Professional:**

Has this type of incident occurred before at the workplace?  Yes  No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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#### **Post-Incident Response**

- Yes  No Did the employee(s) require medical attention as a result of the incident?
- Yes  No Did the employee(s) miss work as a result of the incident?
- Yes  No Did the employee(s) apply for workers' compensation?
- Yes  No Was security contacted?
- Yes  No Was building facilities contacted?
- Yes  No Was immediate counseling provided to affected workers and witnesses?
- Yes  No Was critical incident debriefing provided to all affected staff who desired it?
- Yes  No Was post-trauma counseling provided to affected staff who desired it?
- Yes  No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)?  Yes  No

Is this a recurring event?  Yes  No

Are there modifications to be made to WVPP to reflect updated practices?  Yes  No

Describe updates to WVPP \_\_\_\_\_

Investigation completed by: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

