

THREATS, HARM OR DANGER TO EMPLOYEES AND OTHERS

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-4-110, dated 06/02/14 (Recertified)

FORMS: [Emergency Notification Information](#)
[Action Plan Worksheet](#)
[Threats Against Employees Threat Assessment \(Supervisor Checklist\)](#)

PURPOSE: To provide guidelines for handling a job-related threat against an employee's life and safety and/or that of his or her family, and to outline a short and long-term plan in response to such threat.

I. PROCEDURE

A. Notification and Response to Threat

If an employee or group of employees or a family member(s) is a victim of a crime or threatened as a result of employment with the Probation Department, the employee will make immediate and appropriate efforts to prevent further or prolonged attack or injury and will seek immediate and appropriate police/medical assistance for anyone injured or claiming injury. A threat may be made directly or indirectly to the employee, or received by the employee, family member or Probation staff.

Such incidents will be verbally reported to the Chief Deputy Probation Officer (CDPO) via the chain of command within 24 hours. Employees and/or family members who receive threats to themselves or their property will cooperate with the Department. A short-term plan of protection will be initiated immediately, pending the activation and completion of a long-term plan to minimize or eliminate the danger.

If any employee becomes aware of a serious threat against the life, safety or property of others, or of a threat being made by a client against any other person, the employee will immediately report the information to their immediate supervisor who will advise the CDPO via the chain of command.

B. Short-Term Plan

Within 24 hours of the notification of the initial threat, the immediate supervisor or designee will:

1. Investigate and evaluate the threat, harm or danger and develop a short-term plan with the threatened employee in order to provide the best available reasonable protection for the employee and/or their family. The immediate options that may be considered include but are not limited to the following (refer to below-referenced Action Plan Worksheet):

- a. Retain the status quo with increased caution.
 - b. Authorize vacation, annual or comp time if requested by threatened employee.
 - c. Employee alters travel routes to work.
 - d. Restrict employee to office.
 - e. Reception staff to screen calls and visitors.
 - f. Post picture of person making threat at reception (if available).
 - g. Provide employee with assigned/protected parking.
 - h. Transfer assigned case to another officer or location.
2. Immediately refer the employee and/or family members to the Employee Assistance Program.
 3. Notify the appropriate CDPO of the threat, harm or assault against the employee and/or family member via chain of command. In the event that the immediate supervisor's Division Director cannot be reached, the immediate supervisor or designee may temporarily bypass the Director in the notification process to ensure that the CDPO is notified of the threat.
 4. Complete an incident report and develop a short-term plan using the Action Plan Worksheet and Threats Against Employees Threat Assessment (Supervisor's Checklist) and submit the documentation to the CDPO via the Director or designee within two business days of the initial threat. At this time, the affected employee will receive a copy of the Action Plan Worksheet addressing the short-term plan signed by them and their immediate supervisor. The Action Plan Worksheet and the Threats Against Employees Threat Assessment (Supervisor's Checklist) are also available on the ProbNet homepage in the "Staff Helps" column.
 5. Assist the employee in implementing the plan for the protection of the employee and family, including notifying local enforcement if necessary.
 6. Continue to update the CDPO via chain of command as to the status of the threat.

C. Long-Term Plan

Within two business days of the submission of the short-term plan documentation, the immediate supervisor or designee will:

1. Collect documentation; the threatened employee and witnesses will complete Special Incident Reports (SIRs).
2. Develop a long-term plan by updating and modifying the Action Plan Worksheet as needed.

3. Prepare a summary report concerning assault and/or threats against staff along with the Action Plan Worksheet and the Threats Against Employees Threat Assessment (Supervisor's Checklist). The Division Director shall review the Threats Against Employee Threat Assessment (Supervisor's Checklist) and short/long-term plan contained in the Action Plan Worksheet and indicate whether or not they concur with each recommendation indicated.
4. Submit all documentation to the CDPO via the chain of command. In the event that the immediate supervisor's Division Director cannot be reached, the immediate supervisor or designee may temporarily bypass the Director in the notification process in order to ensure that the CDPO is notified of the long-term plan. The CDPO will forward documentation to the Professional Standards Division (PSD). At this time, a copy of the Action Plan Worksheet signed by the Division Director will be provided to the employee.
5. The Threat Assessment shall be reviewed by the CDPO and Division Director every 30 days to determine if the long-term plan needs to be modified or terminated.
6. If threat arming is being requested, per Procedure Manual Item 1-4-107 (Authorization to Carry Firearms), any and all requests, along with the necessary documentation must be submitted to the Chief Probation Officer via the chain of command at the same time the long-term plan is submitted.

D. Documentation Concerning a Threat

1. Must be completed within two business days of receipt of threat or assault.
2. The employee involved or most closely associated with the matter shall record the following information in the Probation case file via a special chrono entry or the institutional file via an SIR:
 - a. The initial report of the threat (i.e. date, time and nature of threat).
 - b. Current status of situation.
3. Either the employee or the immediate supervisor records subsequent steps and action in the appropriate case file according to the procedures for special incident chronos and reports.

E. Threats against an Employee Received After Hours by a Third Party

- F. Recipient of the phone call or person who has knowledge of the threat will immediately contact the Duty Officer (DO) at Juvenile Hall. The DO will then contact the Administrator-in-Charge (AIC) who will attempt to contact the threatened employee's Division Director. The Division Director will contact the employee to begin the process of investigating and evaluating the threat, harm or danger in order to develop a short-term plan.

- G. If the employee's Division Director cannot be reached, the AIC will contact the employee to begin the process of investigating and evaluating the threat, harm or danger in order to develop a short-term plan.
- H. When the employee cannot be easily located, additional information is available on a limited basis from the employee's Emergency Notification Form in PSD. In order to obtain this information after hours, the supervisor/director will contact one of the CDPOs per Procedure Manual Item 1-4-006 (Accessing Employee Emergency Notification Information: After Hours).

REFERENCES:

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| Procedures: | 1-3-304 | Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure) |
| | 1-4-006 | Accessing Employee Emergency Notification Information: After Hours |
| | 1-4-104 | Threats: Staff Responsibilities Regarding Threats and Notice to Unsuspecting Victims |
| | 1-4-106 | Oleoresin Capsicum (OC) Spray – Field Services |
| | 1-4-107 | Authorization to Carry Firearms |
| | 2-1-104 | Chronological History Sheet - Adult |
| | 2-6-015 | Juvenile Chronological History Sheet Entries |
| Policies: | A-4 | Home Telephone and Address |
| | D-1 | Threats, Harm, Danger to Employees and Others |
| | D-2 | Use of Physical Restraint/Corporal Punishment |
| | D-8 | Firearms |
| | D-9 | Tear Gas |

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APPROVED BY: