



King County

DOMESTIC VIOLENCE IN THE WORKPLACE: PREVENTION, INTERVENTION & RESPONSE

*A Handbook for King County
Directors, Managers, Supervisors
and Human Resources Personnel*

*Department of Executive Services – Human Resources Division
2007*

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This handbook is dedicated to the memory of
the victims of domestic violence in the
King County Courthouse on March 2, 1995.

Phoebe Dixon, 46
Veronica Laureta Johnson, 42
Susana Blackwell, 25, and her unborn child

Introduction

The What, Why and How of this Handbook

WHAT IS THIS HANDBOOK?

This handbook is a tool for King County Executive Branch directors, managers, supervisors and Human Resources personnel. It is intended to serve as a guide in preventing, intervening and responding to threats or incidents of domestic violence in the workplace. Used in conjunction with the King County Domestic Violence in the Workplace policy, this handbook contains information about the policy as well as detailed information that can be used in the management of threats and incidents of domestic violence in the workplace.

Note: This handbook often uses “managers” as shorthand for directors, managers, and supervisors.

WHY DO YOU NEED THIS HANDBOOK?

Incidents or threats of domestic violence in the workplace do not occur every day or even with any predictable frequency, yet they do occur. Insights gained and skills learned in trainings will deteriorate over time. When an event – a threat or an incident – of domestic violence in the workplace occurs, managers will need to respond quickly and appropriately. This handbook guides directors, managers, supervisors and Human Resources personnel through the approved and policy-driven processes of prevention, intervention and response.

HOW SHOULD YOU USE THIS HANDBOOK?

This handbook can be used in three ways:

- **As a reference** – This handbook can be used as a desk or field reference as a manager responds to a threat or incident of domestic violence in the workplace.
- **As a guide** – This handbook can guide managers in formulating a thoughtful and measured response to workplace-related domestic violence events.
- **As an assurance mechanism** – This handbook can provide leadership with a level of real-time assurance that proper practices are being followed in responding to and managing the outcomes of threats or incidents of domestic violence in the workplace.

WHO IS AFFECTED BY THE DOMESTIC VIOLENCE IN THE WORKPLACE POLICY?

The policy applies to all employees employed by King County Executive Branch agencies.

Domestic Violence in the Workplace: The Policy

King County Administrative Policy PER 18-5-2 (AEP)

Effective Date: September 10, 2006

Policy Available Online at <http://www.metrokc.gov/recelec/archives/sysindex.htm>

1.0 SUBJECT TITLE: Domestic Violence in the Workplace

2.0 PURPOSE: King County will not tolerate acts of domestic violence in the workplace. Due to privacy rights and workplace pressures, King County often will not be aware of circumstances of domestic violence that have occurred. The intent of this policy is to encourage employees at risk to seek help and to offer a model of support and referral when a situation of domestic violence is known to potentially cause risk in the workplace.

3.0 ORGANIZATIONS AFFECTED: Applicable to all Executive Departments and Offices.

4.0 REFERENCES:

4.1 PER 18-7 (AEO) Workplace Violence Prevention.

4.2 PER 18-8 (AEO) Workplace Violence Prevention.

5.0 DEFINITIONS:

5.1 "Domestic Violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another, or (c) stalking as defined in RCW 9A46.110 of one family or household member by another family or household member.

5.2 "Family or household members" means spouses, former spouses, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

5.3 "Dating relationship" means a social relationship or a romantic nature. Factors that may be considered in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

5.4 "Workplace" is defined as county facilities, county vehicles, county premise, employer-sponsored events, or while conducting county business. Telecommuting work sites are not included in the definition of "workplace" for purposes of this policy.

6.0 POLICIES:

- 6.1 The County will not tolerate domestic violence in the workplace.
- 6.2 The County will make reasonable efforts, when circumstances of domestic violence are known to the employee's manager, to:
 - 6.2.1 Encourage an employee who is a victim of domestic violence to seek assistance.
 - 6.2.2 Provide referrals, as appropriate.
 - 6.2.3 Create a workplace safety plan, when appropriate, or take other reasonable measures as outlined in 7.3.
 - 6.2.4 Post information about domestic violence and available resources in county buildings where appropriate.
- 6.3 The County shall take corrective or disciplinary action up to and including termination against the employee in cases where there is cause to believe the employee:
 - 6.3.1 Used County resources to perpetrate domestic violence;
 - 6.3.2 Threatened, or committed an act of domestic violence in the workplace; or
 - 6.3.3 Perpetrated off-duty domestic violence that affects job performance or has an employment related nexus.
- 6.4 The County shall ensure that managers, supervisors and human resource professionals receive information on domestic violence.

7.0 PROCEDURES:**Action By****Action**

- | | |
|----------|---|
| Employee | <ul style="list-style-type: none">7.1 Employees who are the victim of domestic violence are encouraged, as appropriate, to take the following steps:<ul style="list-style-type: none">7.1.1 If imminent danger exists, call 911.7.1.2 Ask for assistance from a supervisor, manager, or human resources professional.7.1.3 Notify the supervisor, manager, or human resources professional of any safety or security concerns related to your employment, including your work assignment or work location.7.1.4 Contact the Employee Assistance Program and/or other resources for assistance. |
|----------|---|

- 7.1.5 If a court order has been issued that prohibits the perpetrator from contacting the employee as a result of domestic violence, provide a copy of the order to the supervisor, manager, or human resources professional. Submit a recent photograph or detailed description of the perpetrator to the supervisor, manager, or human resources professional.
- 7.2 Employees who believe they have witnessed domestic violence in the workplace shall notify a manager, supervisor, or human resources professional immediately.
- Manager/Supervisor 7.3 If a manager or supervisor becomes aware that an employee is a victim of domestic violence, the following steps which are reasonable and practical in the work place setting should be taken as appropriate:
 - 7.3.1 If imminent danger exists, call 911.
 - 7.3.2 Consult with the Employee Assistance Program and the department's human resource professional for advice and assistance in developing a strategy for addressing the issue.
 - 7.3.3 Where appropriate, develop a workplace safety plan in consultation with the employee who is a victim of domestic violence, the Employee Assistance Program, the human resources professional, or other appropriate resources.
 - 7.3.4 Encourage the employee who is a victim of domestic violence to seek assistance from the Employee Assistance Program and/or other resources.
 - 7.3.5 For safety or security reasons, consider the following assistance when requested by an employee who is a victim of domestic violence, if consistent with the practical realities of operating the business:
 - 7.3.5.1 Temporarily adjusting or changing the employee's work schedule;
 - 7.3.5.2 Temporarily changing the employee's work site;

- 7.3.5.3 Grant accrued or unpaid leave with the provisions of the Personnel Guidelines, collective bargaining agreements and Title III of the King County Code to allow employees who are victims of domestic violence to obtain medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;
- 7.3.5.4 Other assistance as may be deemed reasonable and appropriate by management.
- 7.3.6 If provided with a current court order prohibiting the perpetrator from contacting the employee victim, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
 - 7.3.6.1 Retain a copy of the court order and provide a copy to law enforcement, building management and building security personnel if, due to a violation of the order, police are summoned to the workplace.
 - 7.3.6.2 If provided a photograph of the perpetrator, ensure that a copy of the photograph is provided to building management, building security and appropriate staff in a position to observe visitors to the working area.
- 7.3.7 To the extent possible, treat information about an employee victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.
 - 7.3.7.1 Consult with the Information Technology management in the Office of Information Resources Management to identify potential tools and strategies to restrict access to the employee.

Manager/Supervisor/Human Resources Professional

- 7.4 If a manager, supervisor, or human resource professional becomes aware of an employee who is a perpetrator of domestic violence in the workplace, the following steps should be taken, as appropriate:
- 7.4.1 If imminent danger exists, call 911.
 - 7.4.2 If necessary, take reasonable and practical steps to provide for the safety of persons present in the workplace as outlined herein.
 - 7.4.3 If there is reason to believe a crime has been committed, call the police and cooperate with any police investigation.
 - 7.4.4 Consult with the departmental HR Service Delivery Manager to determine whether an employment investigation should be conducted. (Note: To the extent possible the employment investigation should be conducted in a manner that will not interfere with any criminal investigation.)
 - 7.4.5 Impose corrective action or discipline as appropriate.
 - 7.4.6 Consult the Workplace Violence Prevention policy PER 18-7 and PER 18-8 (AEO)

8.0 RESPONSIBILITIES:

- 8.1 Human Resources Management shall be responsible for the dissemination of the policy; providing information and training on issues of domestic violence in the workplace to supervisors and managers; providing educational opportunities to county employees on the subject of domestic violence and posting information about domestic violence and available resources in county buildings where appropriate.

NOTE: King County does not tolerate domestic violence in the workplace or domestic violence which has a job-related nexus. Such actions are misconduct in violation of this policy and may be subject to discipline, up to and including termination. However, this policy does not create an employment contract or term or limit the reasons for dissolution of the employment relationship. This policy does not constitute an express or implied contract, specific promise or duty. It is a general statement of King County policy, which cannot form the basis for a private right of action.

9.0 APPENDICES:

Domestic Violence Resources:

Emergency Phone Numbers:

Law Enforcement	911
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Domestic Violence Referrals for Victims:

Washington State Domestic Violence Hotline	1-800-562-6025
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Legal Resources:

Protection Order Advocacy Program

Seattle, King County Courthouse	(206) 296-9547
Room C213	(206) 205-6198 TTY

Kent, Regional Justice Center	(206) 205-7406
Suite 2B	

Employee Assistance Program	(206) 684-2103
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Domestic Violence Web Sites:

www.metrokc.gov/dvinfo/
www.metrokc.gov/proatty/index.htm

Domestic Violence Recorded Information Phone Line	(206) 205-5555
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Definitions

Understanding Key Terms

Social Definition

Domestic violence is a pattern of behavior used to establish and maintain power and control over an intimate partner. Domestic violence consists of physical, sexual, psychological, and/or emotional abuse. Without intervention, domestic violence can become more destructive over time and can become lethal.

Legal Definitions

King County Administrative Policy PER 18-5-2 (AEP)

- Domestic Violence means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another, or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

The definitions below are taken from the Revised Code of Washington (RCW).

- ***Assault*** is defined in RCW 9A.36.011, 9A.36.021, 9A.36.031, and 9A.36. There are four levels of assault ranging from Assault in the First Degree (which includes use of a firearm or deadly weapon, is likely to produce great bodily harm and is a class A felony) to Assault in the Fourth Degree (which is a gross misdemeanor).
- ***Sexual assault*** is defined in RCW 70.125.030 as:
 - Rape, or rape of a child;
 - Assault with intent to commit rape or rape of a child;
 - Incest or indecent liberties;
 - Child molestation;
 - Sexual misconduct with a minor;
 - Custodial sexual misconduct;
 - Crimes with a sexual motivation; *or*
 - An attempt to commit any of these offenses.
- ***Stalking*** is defined in RCW 9A.46.110 as:
 - Intentionally and repeatedly harassing or repeatedly following another person;
 - The person being harassed or followed is in fear that the stalker intends to cause injury or harm; *and*
 - The stalker intends to frighten, intimidate, or harass the person; *or*
 - Knows or reasonably should know that the person is afraid, intimidated, or feeling harassed.

Warning Signs of Domestic Violence

Learn to Identify Domestic Violence in the Workplace

	WARNING SIGNS: PERPETRATORS
<p>Incidents of violence in the workplace may be prevented by paying attention to the signs of domestic violence when they first appear.</p> <p>The information in this table defines common patterns for victims and perpetrators of domestic abuse. Keep in mind that this list is not definitive. Victims and perpetrators may have other indicators and, conversely, each one of these signs may apply to anyone on a given day.</p> <p>This list provides a general framework that you can use to assess the existence of domestic violence.</p>	<p>People who commit domestic violence may:</p> <ul style="list-style-type: none">• Have a history of physical and verbal intimidation.• Have a history of violence and interpersonal conflict.• Make veiled or direct threats of harm.• Have a sense of entitlement in personal relationships.• Have moral righteousness, extremist opinions and attitudes.• Hold grudges and desire misfortune for the person they hold a grudge against.• React harshly to criticism.• Be fascinated with the use of violence to solve interpersonal problems; glamorize violent responses to challenges.• Be interested in the power of weaponry.• Abuse alcohol, drugs, or other substances.

WARNING SIGNS: EMPLOYEES AS VICTIMS	WARNING SIGNS: EMPLOYEES AS VICTIMS
<p>An employee may be a victim of domestic violence if a family or household member:</p> <ul style="list-style-type: none"> • Insults the employee in private and in public. • Checks up on where the employee has been and to whom he or she has spoken. • Puts down the employee's friends and family. • Tells the employee jealousy is a sign of love. • Blames the employee for the abuse. • Limits where the employee can go and what she or he can do. • Tries to control the employee's money. • Destroys the employee's belongings. • Threatens to hurt the employee, the employee's family members or pets. • Makes the employee have sex in ways or at times that are uncomfortable. • Touches the employee in a way that is hurtful or frightening. • Tells the employee his or her fears about the relationship are not important. 	<p>Employees who are the victims of domestic violence may:</p> <ul style="list-style-type: none"> • Be uncharacteristically late (either in time or frequency) without adequate explanation. • Be uncharacteristically absent. • Live in their car or not at home. • Be uncharacteristically moody, depressed, anxious, distracted. • Experience a change in their work performance. • Suddenly dress differently or inappropriately (to possibly camouflage injuries/bruises). • Suddenly wear an unusual amount of makeup. • Be bruised or injured. • Be bruised or injured after an unexplained absence. • Appear to be frightened when the telephone rings. • Receive an unusual number of telephone calls, pages, or faxes. • Refuse to take phone calls or faxes. • Refuse to take telephone calls or faxes from one particular caller. • Be the target of calls trying to "locate" information about them. • Stay inside the office, avoiding going out for lunch or socializing outside of work. • Be in the process of ending an intimate relationship. • Tell their manager that they must go to court. • Be the victim of vandalism or threats at the workplace. • Experience disruptive visits or interrupting contacts at work.

Preventing, Intervening & Responding to Domestic Violence in the Workplace

Advice for Directors, Managers, Supervisors & Human Resources Personnel

SETTING THE TONE IN YOUR WORKPLACE

You can let your employees and co-workers know that domestic violence will not be tolerated in the workplace by:

- Treating all employees with respect and dignity.
- Referring employees to the Employee Assistance Program (EAP) assistance, if appropriate.
- Establishing and enforcing a standard of acceptable behavior in the workplace.
- Encouraging your employees and customers to report threats or incidents of domestic violence in the workplace.

MAKING YOUR WORKPLACE SAFER & MORE SECURE

Safety and security aren't just buzzwords. You can make your workplace safer and more secure by implementing the suggestions below.

General procedures

- Establish regular reviews of security policies, procedures and practices.
- Identify risks and take corrective action to minimize those risks.

At the office

- Identify nearby exits and practice ways to quickly exit the location.
- Remove anything blocking doorways, aisles and exits.
- Identify an accessible room that can be locked from the inside, if possible.
- Establish a code word, phrase, or symbol that can alert co-workers of the possibility of domestic violence in the workplace.
- Create a reception area that can be locked to prevent access by outsiders (this will restrict an outsider's access to people and personal property), if possible.
- Limit access by service providers and vendors to common, external office space only.

In the field

- Maintain a daily log of the anticipated locations to be visited each day, if possible.
- Use cell phones or portable radios to maintain contact with co-workers or supervisory staff, especially if schedules or routes change, if possible.
- Park vehicles in a location that is well-lit and provides for immediate access for a quick exit.
- Keep vehicle keys readily accessible.
- Check for exits or escape routes before entering any unfamiliar building or property.
- Maintain a safe distance from people acting in a threatening or violent manner. Immediately call for assistance from a supervisor, co-workers, or the police.
- Wear comfortable clothing and shoes that provide for ease of movement.

DIFFUSING THREATS

- When dealing with a threat, document the threat and the behavior that was exhibited (use the *Workplace Violent Incident/Threat Report Form*).
- Document your response and the steps you took to handle the situation.
- Notify the Workplace Violence Incident Response Team Chair Anita Whitfield at 206-296-8576. This team is chaired by the Human Resources Division Director and includes representatives from HRD, PAO, EAP, Labor Relations, Risk Management and Safety & Claims.
- Assess the threat and necessary level of intervention.
- Consult with affected personnel.
- Develop a security plan that considers different scenarios.
- Follow up with the plan until the threat has been eliminated.

IMMEDIATELY AFTER AN INCIDENT

Immediately after a violent incident or serious threat occurs, a manager should:

- Call 911, if appropriate.
- Assist the victim – consider the victim's medical and psychological needs.
- Secure work areas where disturbances occurred (contain the scene of the incident to preserve any evidence).
- Account for all employees and others.
- Notify:

1	Local police (if appropriate)	911
2	Security (Facilities Management)	206-296-5000 Downtown 206-205-8802 RJC
3	Your department/division director	
4	Building Services (Facilities Management)	206-296-0648
5	Incident Response Team	206-296-8576

- Determine whether victim needs a protective escort from the worksite.
- Document the incident and the behavior that was exhibited (use the *Workplace Violent Incident/Threat Report Form*).

EMPLOYEE LEAVE RIGHTS AND RESPONSIBILITIES

In 2008, the Washington State Legislature passed SHB 2602 which increases the safety and economic security of victims of domestic violence, sexual assault and stalking. The bill authorizes employment leave for victims and family members of victims of domestic violence, sexual assault, or stalking; requires an employee to give an employer reasonable advance notice of the employee's intention to take leave; and provides that the taking of leave may not result in the loss of any pay or benefits to the employee that accrued before the date on which the leave began.

An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule for specified activities related to the employee or family member being a victim of domestic violence, sexual assault, or stalking.

These activities are to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family member;
- Seek treatment by a health care provider for physical or mental injuries or to attend treatment for a family member;
- Obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program;
- Obtain or assist a family member in obtaining mental health counseling related to an incident in which the employee or the employee's family member was a victim; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family member.

The employee may choose to use sick leave and other paid time off, compensatory time, or unpaid leave time.

An employee must give advance notice of leave. If advance notice cannot be given because of emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or his or her designee must give notice no later than the end of the first day that the employee takes leave.

Departments may require verification that the employee or the family member is a victim and that the leave was taken for one of the permitted purposes. If requested, verification must be provided in a timely manner. If advance notice cannot be given, verification must be provided within a reasonable time during or after the leave.

Verification may be satisfied by the employee's written statement that the employee or the family member is a victim and that the leave was taken for a permitted purpose.

Verification of familial status may be made by a statement from the employee.

Upon return from leave, departments must restore the employee to his or her former position or a position with equivalent benefits, pay, and other terms and conditions of employment. Coverage under any health insurance plan must be maintained to the extent allowed by law. The job protection provisions do not apply if an individual takes leave from employment with a staffing company. The job protection provisions also do not apply to employees hired for specific terms or only to work on discrete projects if the employment term or project is over and the employee would not otherwise have continued employment.

Individuals who voluntarily leave work because of domestic violence or stalking may be eligible for unemployment benefits.

Communication Tips for Speaking with Employees Experiencing Domestic Violence

Domestic violence can be complicated. An initial step in responding to learning of an employee impacted by domestic violence is, as specified in the policy, is to consult with Human Resources and/or the Employee Assistance Program for “advice and assistance in developing a strategy for addressing the issue” (7.3.2). Depending on your role and the strategy you develop, you may be talking to the employee yourself. The following are some possible scripts based on potential responses by the employee victim.

1. **If the employee discloses abuse, make a statement of support that lets the victim know that you have heard him or her and understand what has been said to you.**

Examples:

- I appreciate you trusting me with this information
- I am concerned about you and want to be supportive
- I want to let you know that I respect your privacy (let the employee know the exceptions – when you have to talk with someone else)
- No one deserves to be treated that way

2. **Focus on workplace options and safety. If the employee victim is in obvious need of more help than is your role to give as the manager, you can considerately explain your limits and refer the employee to people with extensive domestic violence expertise.**

Examples:

“It sounds like you have a lot to contend with. I want you to know that I am not an expert on this subject and you deserve expert help. There are excellent, free domestic violence advocacy services in our area. Let me give you their phone number and then I can talk to you about how HR/EAP and I are able to help.”

3. **Give the employee a copy of the policy.**
4. **Point to options available as described in the policy.**

5. Ask questions about the employee's safety at work and discuss workplace safety options.

Examples:

"I want to ask you some specific questions about your safety at work."

If the employee says that he or she does not feel unsafe or think his or her partner would come to work or hurt him or her at work:

And you are not hearing things that concern you about his or her safety...

"I have been taught that domestic violence often escalates over time, so if anything changes please contact me so that we can keep things safer for you and your colleagues."

And you are hearing things that raise safety concerns:

"I have been taught that domestic violence often escalates over time and safety planning is like earthquake preparedness – it is hopefully unnecessary, but better to do before the crisis. Let me tell you some ideas about your workplace safety."

Domestic Violence Prevention & Intervention Resources

Shelter Information	
Broadview Emergency Shelter	V/TDD 206-622-4933
Catherine Booth House	206-324-4943
Domestic Abuse Women's Network (DAWN)	V/TDD 425-622-1881
Eastside Domestic Violence Program	V/TDD 425-746-1940; V/TDD 800-827-8840
YWCA-Shelter	V/TDD 206-461-4882
New Beginnings	206-522-9472

Victim's Services	
Abused Deaf Women's Advocacy Services (ADWAS)	24 Hour Crisis Line - TDD only 206-236-3134 Office phone - TDD only 206-726-0093
Asian and Pacific Islander Women & Family Safety Center	206-467-9976
Catherine Booth House	206-442-8383
Consejo Counseling and Referral Service	TDD 206-461-4880
CHAYA (services for South Asian women)	877-922-4292
Domestic Abuse Women's Network Advocates (DAWN)	V/TDD 24 hour crisis line: 425-656-7867 TDD 425-656-8428
Elder abuse or neglect Wash. State Division of Fraud Investigations	Please link to or call 1-866-ENDHARM (1-866-363-4276)(DSHS Referral Line)
Eastside Domestic Violence Program	V/TDD 425-746-1940; V/TDD 800-827-8840
Federal Way Youth & Family Services	253-835-9975 (DV coordinator); 253-839-6555
Ina Maka Family Program	206-325-0070
Jewish Family Service	206-461-3240
New Beginnings	V/TDD 206-522-9472
NW Network of Bisexual, Trans and Lesbian Survivors of Abuse (formerly known as AABL)	TDD 206-568-7777
Refugee Women's Alliance (REWA)	206-721-0243
Seattle Indian Health Board	206-324-9360, Ext. 2291
YWCA East Cherry African-American Family Network	206-461-8480
YWCA South KC DV Advocacy Program	425-226-1266, Ext.1017

Batterer Treatment Services	
Aby and Associates	253-520-9350
Anger Control Treatment & Therapies	206-521-1111
Associated Behavioral Health Care	206-935-1282 – West Seattle 206-781-2661 – North Seattle 425-646-7279 – Bellevue
Coastal Treatment Services	425-646-4406
Consejo Counseling and Referral Services	206-461-4880
David Vandegrift	425-781-4463
Doug Bartholomew and Associates	425-635-0188
Family Services Domestic Violence Treatment	206-461-8369
Highline/West Seattle Mental Health Center	V/TDD 206-241-0990
Ina Maka Family Program	206-325-0070
Korean Christian Counseling Service – DV Program	253-874-1411
Lutheran Social Services	206-694-5700
Morgan Counseling Services	253-939-2243
Northwest Family Life	206-363-9601
Seattle Counseling Service for Sexual Minorities	206-282-9307
Seattle Mental Health (formerly known as Eastside Behavioral Responsibility Program)	800-828-1449
Spectrum Counseling and Assessment Services	206-824-4186
Veterans Affairs Medical Center	206-764-2007
Williamson and Associates	425-643-2383
Zegree, Ellner, Berrysmith	206-632-1870

This information is provided courtesy of the King County Prosecuting Attorney's Office, Protection Order Program – 206-296-9000, TDD 206-296-0100

WORKPLACE VIOLENT INCIDENT/THREAT REPORT FORM

Date of report:	Submitted to:
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Form completed by:	Work phone:
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Dept/Div:	Did you witness the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No
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INCIDENT INFORMATION

Date of incident:	Was 911 called? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Location of incident:

Was a weapon involved? ☐ Yes ☐ No If yes, describe:

Did the victim appear to be injured? ☐ Yes ☐ No If yes, describe:

Did the victim receive medical attention? ☐ Yes ☐ No If yes, describe:

DESCRIPTION OF INCIDENT

VICTIM INFORMATION

Victim's name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Was the victim a ☐ Client ☐ Employee ☐ Visitor ☐ Other (specify):

Victim's contact information:

SUSPECT INFORMATION (list information that is known)

Suspect's name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Was the suspect a ☐ Client ☐ Employee ☐ Visitor ☐ Other (specify):

Suspect's contact information:

Relationship to the victim:

Hair color:	Eye color:
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Age:	Height:	Weight:
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Distinguishing features:

Clothing:

WITNESS INFORMATION (list additional witnesses on back of form)

Witness name:	Work phone:
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Witness name:	Work phone:
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**Send completed form ASAP to Safety & Claims (MS AIR-ES-0103 or fax to 206-296-0514).
Give a copy of this form to your supervisor and save a copy for your files.**