

WHAT ABOUT VIOLENCE IN THE WORKPLACE?

Violence in the workplace takes many forms. To assess a workplace's vulnerability to violence, ask yourself these questions.

- Is your office secure? Do you have easy-to-use phones with emergency buttons; sign-in policies for visitors; panic buttons; security guards, good lighting, and safety training?
- Is your employer careful on who they hire and terminate? Before hiring, are employment gaps, references, and criminal /educational records thoroughly examined? Are termination procedures defined clearly with attention to advance notice, severance pay and placement services?
- Could you recognize potentially violent employees? Signs of stress that could erupt into violence include: depression, frequent absences, talking in a louder-than-normal voice, being startled easily, increased irritability and impatience, and concentration and memory problems.
- Are you encouraged to report unusual or worrisome behavior? Is there a clear, written policy that spells out procedures in cases of violence and sanctions for violators?
- Do you work in a supportive, harmonious environment? Is there a culture of mutual respect? Does your employer provide an Employee Assistance Program (EAP)?

CONTACT



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Citrus Heights Police Department

Crime Prevention at Work



(916) 727-5500

When you go to work, don't leave your Crime Prevention sense at home. Almost any crime that can happen at home or in your neighborhood, can happen in the workplace.

Common-sense prevention skills can help make life "at work" safer for all.



Put the "BRAKES" on Office Theft

Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to people visiting or calling your place of work.

Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly or broken windows. Don't wait for someone else to do it.

Always let someone know where you'll be—whether it's coming in late, working late, going to the photocopier or mail room, going out to lunch or a meeting.

Keep your purse/wallet, keys, or other valuable items with you at all times or locked in a drawer or closet.

Every time you bring personal items to work, such as a coffee pot, a radio or a calculator, mark them with your name or initials and an identification number.

Should any strangers enter your office, check their identity—ask who they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or management about your concerns or suspicions.

Take a look at common trouble spots

- Reception area—Is the receptionist equipped with a panic button for emergencies or a camera with a monitor?
- Stairwells and out-of-the-way corridors—Don't use the stairs alone. Talk to the building manager about improving poorly lit corridors and stairways.
- Elevators—Don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible. Place yourself as close to the doors and the call buttons on the wall by the door.
- Restrooms—Attackers can hide in stalls and corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using restrooms that are isolated or poorly lit.
- After hours—Don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask a security person to escort you.
- Parking lots or garages—Choose a well-lit, well-guarded parking garage. Always lock your car and roll the windows up all the way. If you notice any strangers hanging around the parking lot, notify security or the police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you get in—before you buckle your seat belt!