

## Domestic Violence Checklist Washington State University

### Reporting Requirements

Faculty and staff are expected to follow established guidelines to report incidents of violence or potential violence in the workplace. Additional guidelines apply to situations involving domestic violence. This checklist was created to ensure that incidents receive an appropriate and timely response, as well as to provide information on preventative measures. WSU's complete domestic violence guidelines can be found at: [hrs.wsu.edu/dvguidelines](http://hrs.wsu.edu/dvguidelines)

### Urgent/Direct Threats

An urgent/direct threat is where there is actual violent behavior towards a person or property, where a person is being threatened, or where it appears violent behavior is likely to take place, such as a verbal altercation that appears to be escalating (see policy for additional examples).

- Step 1:** Isolate or evacuate yourself and/or other people.
- Step 2: Call 911**
  - Provide your identification (name, department name, location and phone number) and indicate whether the threat is against you or another.
  - Give the dispatcher detailed information as to the direct threat.
  - Give a description of the subject making the threat.
  - Give the location or last known location of the subject making the threat.
- Step 3:** Alert Human Resource Services at 509-335-4521.
- Step 4:** Alert your supervisor to the situation.
- Step 5:** Supervisor completes workplace violence incident report form:  
<http://www.wsu.edu/~forms/PDF/BPPM/50-30-8.pdf>
- Step 6:** In the case of physical injuries, supervisor also completes incident report in SPPM S25.20:  
[http://www.wsu.edu/manuals\\_forms/PDF/SPPM/S25-20.pdf](http://www.wsu.edu/manuals_forms/PDF/SPPM/S25-20.pdf)
- Step 7:** If a student is involved, supervisor notifies Dean of Students.
- Step 8:** If a faculty member is involved, supervisor notifies Provost and appropriate Dean. If HRS has not been contacted, the supervisor should do so.

### Supervisors of Employees Threatened by Domestic Violence

- Step 1:** Report the situation to the WSU Police Department at 509-335-8548.
  - Give name, department name, location, phone number.
  - Provide examples or descriptions of the behaviors, statements, or actions that have caused concern.
- Step 2:** Alert Human Resource Services at 509-335-4521.
- Step 3:** Request a copy of any civil protection order in place, and provide to WSU Police and HRS
- Step 4:** Alert your supervisor and unit head to the situation.
- Step 5:** Work with HRS, WSU Police, and the affected employee, as appropriate, as follows:
  - Encourage the employee to seek assistance with the [Employee Assistance Program](#) (EAP).
  - Notify the employee of the availability of leave, including domestic violence leave and provide a copy of the domestic violence leave policy.
  - Provide the employee with information about community resources available to assist victims of domestic violence (see [hrs.wsu.edu/dvresources](http://hrs.wsu.edu/dvresources)).
  - Request that the employee provide an emergency contact in case s/he cannot be reached.
  - Provide basic information to employee about the possibility of obtaining a civil protection order if none is in place.
  - Develop a workplace safety plan that seeks to minimize risk to employee and others at the workplace, which may include a change in schedule, work location, parking location, obtaining a photo of the perpetrator, and other actions. Flexibility on the part of supervisors/co-workers may be needed.

### **Supervisor of an Employee Who May Be a Perpetrator**

- **Step 1:** Contact Human Resource Services at 509-335-4521 to discuss any actual, reported or suspected improper conduct using University time or resources (including but not limited to suspected or known harassing, threatening or abusive behavior) and determine the course of action that is most appropriate.
- **Step 2:** If an employee asks for help, refer to EAP. EAP counselors can make referrals to counselors who specialize in anger management issues or to certified relationship violence perpetrators' treatment program.
- **Step 3:** Document and maintain records of any times the employee may have engaged in inappropriate behavior or used University resources such as work time, electronic communication technologies, mail, etc. to engage in harassing, threatening or abusive behavior.

### **Preventive and Ongoing Actions**

- Communicate the Domestic Violence Guidelines and the Workplace Violence Policy to all new faculty and employees and provide periodic reminders to faculty, supervisors and staff.
- Train all faculty and supervisors of the warning signs (see policy for examples).
- Communicate expectation that all incidents that might be perceived as workplace violence be actively responded to in accordance with the above guidelines.
- If you have concerns about a particular work area, request a safety assessment to be conducted by the WSU Police Department.

The following behavior patterns, whether exhibited subtly or overtly can serve as warning signs of potential domestic violence. These indicators should be examined as a whole and provide a frame-work to assess the extent to which a problem may exist.

Victims of domestic violence may exhibit the following behavior patterns:

- Repeated unexplainable injuries
- Inappropriate clothes for the season and unusually heavy makeup
- Signs of being frightened and anxious
- Changes in job performance
- Changes in personality
- Unusual number of telephone calls from family members
- Sensitivity about home life or hints about turbulent home life

Perpetrators of domestic violence may exhibit the following behavior patterns:

- Theft or damage of company property
- Frequent accidents at work
- Substance abuse problems
- Frequent angry outbursts or "temper tantrums"
- Belligerence with supervisors and co-employees
- Threatening or intimidating behavior