

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

**STEP ONE: Enter Date/Time/Location/Workplace Violence Type Below**

Date of Incident	Time of Incident	Location(s) of Incident	Workplace Violence Type (Type 1, 2, 3, 4)
5/15/2026	1:30 PM	CCC SAB-223	3

**Type 1 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 employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 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.

**STEP TWO: Check which of the following describes the type(s) of incident.**

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence (as listed above).

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted

verbal or physical sexual contact.

- o Animal attack.
- o Other.

STEP THREE: Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary. Remember not to include information that personally identifies any individuals involved.

A manager expressed frustration and said "I understand why people will do massacres." He said "I am going to blow up this place," and he told staff: "I'll let you know when not to be here." Police later determined he was not a credible threat, and he ~~apologized~~ apologized.

STEP FOUR: Respond to these short questions.

1. Workplace violence committed by: Manager  
[For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]
2. Circumstances at the time of the incident: Manager was frustrated by a committee decision  
[Write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]
3. Where the incident occurred: workplace  
[Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]
4. Consequences of the incident, including, but not limited to whether security or law enforcement was contacted and their response and any actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident: disciplinary action
5. Were there any injuries? Yes or No. Please explain and provide a description of any injuries:  
No
6. Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below: No
7. Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted. NO
8. This violent incident log was completed by:  
Name: Jeff Michel  
Title: AVC CEO  
Date this log was completed: 7/1/26  
Signature: [Signature]