Check List for Human Resource Office or Professional

HR offices and/or professionals, in order to ensure compliance with the Violence in the Workplace Policy and Procedures Manual, are required to fill out the following "Check List". The agency HR Professional will place a check mark (√) in the box signifying compliance. This check list is to be signed and dated by the HR Professional and the Agency Head (or his/her designee) and submitted to the DPW Director of Safety and Security annually, no later than January 31 for the year prior.

Type or Print Agency Name_____

☐ The Violence in the Workplace Policy and Procedures Manual (Manual) has been customized with agency specific information per page 16 of the Manual.

☐ Agency specific, wallet sized "Contact Cards" customized with emergency contact names and phone numbers have been prepared and distributed per page 16 of the Manual.

☐ A Threat Assessment Team (TAT) has been established to handle workplace violence complaints per page 17 of the Manual.

☐ On going workplace assessments and prevention strategies have been established per page 17 of the Manual.

☐ Any necessary training and education needs have been assessed and provided per page 17 of the Manual.

☐ All complaints were responded to and investigated. Any necessary response procedures were implemented per page 16 of the Manual.

☐ Regular reviews of emergency and non-emergency (threatening) incidents were conducted and monitored to ensure their effectiveness per page 17 of the Manual.

_____ _____

HR Professional Date Commissioner or Designee Date

Return to: DPW Director of Safety and Security
165 Capitol Avenue, Room 432
Hartford, Connecticut 06106