

- Always let someone know where you will be—whether coming in early or leaving late, going to the photocopier or mail room, going out to lunch or to a meeting.
- If you bring personal items to work, mark them with your initials and an identification number.
- Report any broken or flickering lights, dimly lit corridors, doors that do not lock properly, or broken windows. Do not wait for someone else to report it.
- 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 business.
- Avoid stairwells and out-of-the-way corridors. Don't use stairs alone.
- Don't get into elevators with people who look out of place or who behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you uncomfortable, exit as soon as possible.
- Don't work late alone. Create a buddy system for walking to parking lots or public transportation, or ask security to escort you.
- Familiarize yourself with your company's reporting guidelines.
- Be sensitive to racial, ethnic, religious, gender-based, or other differences among co-workers. Don't engage in gossip. If you wouldn't say something directly to a co-worker, don't say it behind their back.
- Take a personal safety class.

OTHER RESOURCES

FBI Workplace Violence - https://www.fbi.gov/file-repository/workplace_violence.pdf/view.

Occupational Health and Safety Administration (OSHA) - <https://www.osha.gov/workplace-violence>.

National Institute for Occupational Safety and Health (NIOSH) - <https://www.cdc.gov/niosh/>.

CONTACT Us:

9-1-1 FOR EMERGENCIES

352-955-1818 FOR NON-EMERGENCIES

ACSO Important Phone Numbers

ACSO Main Administration	352.367.4000
Crime Prevention Unit	352.374.1800
Crime Stoppers & Gun Bounty	352.372.7867
Dept. of the Jail	352.491.4444
Evidence Section	352.367-4076
Human Resources	352.367.4040
Narcotics Tip Line	352.374.1849
Patrol	352.367.4101
Public Information Office	352.367.4050
Property Unit	352.367.4078
Records Bureau	352.367.4006
Victim Advocate Unit	352.367.4199



BROUGHT TO YOU BY:

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ALACHUA COUNTY SHERIFF'S OFFICE



WORKPLACE VIOLENCE

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WHAT IS IT?

Workplace violence is defined by OSHA as “any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site.” Workplace violence is the third leading cause of fatal occupational injuries in the U.S. and can affect a business’s employees, customers, and visitors.

TYPES OF WORKPLACE VIOLENCE

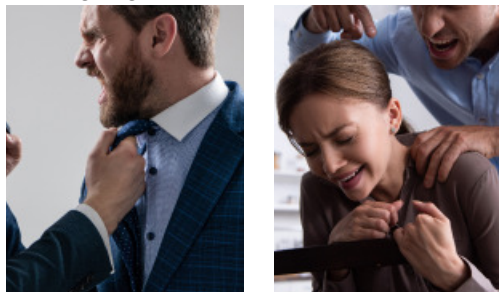
According to the FBI, there are four distinct types of workplace violence.

Type 1: Acts of violence by criminals with no connection to the workplace except to commit robbery or another crime. This category accounts for the vast majority of workplace crime. An example of a Type 1 act of violence is the robbery of a bank or convenience store.



Type 2: Acts of violence by a customer, client, patient, or other recipient of a business’s services. Type 2 acts generally occur when a worker is providing services in their normal course of business and encounters an angry customer or client. Many Type 2 incidents occur in healthcare when a patient assaults a nurse or other caregiver. These incidents can occur in any occupation however. A disgruntled fast food customer throwing food at the McDonald’s cashier is also a Type 2 incident.

Type 3: These are acts of violence committed by one employee upon another. Type 3 includes worker on worker bullying and harassment as well as the disgruntled former employee who returns to the employer’s business with a gun and a grudge.



Type 4: Acts of violence that follow an employee into the workplace from elsewhere. This type of violence is very often an extension of domestic violence that follows the employee into the workplace. An example is when an estranged spouse/partner shows up at the victim’s workplace and threatens or commits violence against the victim or even the victim’s co-workers.

IMPACT

Workplace violence, regardless of the type, has broad implications not only for the business affected, but for society as a whole, with nearly two million victims and an economic cost of more than \$120 billion per year in lost wages, injuries, fatalities, liability, and damages. Beyond the physical cost, workplace violence also results in the employees and community losing trust in the business because they feel it is no longer a safe place to work or patronize.

PREVENTION TECHNIQUES FOR EMPLOYERS

Employees have a basic right to expect a safe work environment. The FBI suggests that, at a minimum, employers adopt a comprehensive workplace violence policy. Elements should

include:

- ⇒ Initial training for new hires and regular training for current employees and supervisors.
- ⇒ Supporting victims of workplace or domestic violence.
- ⇒ Adopting fair, consistent disciplinary procedures for all employees.
- ⇒ Fostering a climate of trust and respect among workers and between rank and file workers and management.
- ⇒ Seeking advice, when necessary, from outside resources including social service agencies, law enforcement, psychologists, and other professionals.
- ⇒ Caution in hiring practices. A potential employee with a history of alcohol or substance abuse, past convictions for violent crimes, frequent job changes, or a history of conflicts with co-workers are all red flags for employers to consider in the hiring process.
- ⇒ Awareness to the warning signs of violence in current employees, such as belligerence, preoccupation with a supervisor, coworker or grievance; outbursts of anger, noticeable changes in personality, or homicidal or suicidal comments or threats.

PREVENTION TECHNIQUES FOR EMPLOYEES

Employees should familiarize themselves with their company’s workplace violence prevention plan. While nothing can completely prevent violence from ever happening in a workplace, some common sense crime prevention behaviors can reduce the risk of and opportunity for workplace crime.

- ⇒ Keep your purse or other valuable items with you at all times or locked in a drawer or closet.
- ⇒ Check the identity of strangers who are in your office. If they make you uncomfortable, inform security or management about your suspicions.