

Recognizing Violence in the Workplace

This issue in many cases is hard to predict as well as combat.

Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring at work or on duty.

- Hitting
 - Kicking
 - Beating
 - Squeezing
 - Pinching
 - Scratching
 - Biting
 - Stabbing
 - Shooting
 - Harassment
 - Stalking
 - Sexual Assault
 - Threats of Violence
- Do not be afraid to report threats, inappropriate behavior, suspicious behavior, or threatening behavior to the appropriate authorities.
 - Review and familiarize yourself with your workplace emergency action plan in case an incident of this nature should occur.
 - Alert others by using an alarm system or prearranged codes.
 - Watch for a safe chance to escape but don't take unnecessary risks. Use common sense and know your limitations.

If an incident does occur provide the police with details!

- Stay calm
- When it is safe to do so, notify the police immediately with the following information: Suspect's race, sex, approximate age, clothing description, height, weight, and physical features (glasses, facial hair, tattoos, etc.), last location, direction, mode of travel (bike, vehicle, on foot, etc.), license plate and state, vehicle color, make, model, etc.
- ***Most importantly, stay alert, stay vigilant, and stay safe!***

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MAKE CRIME PREVENTION YOUR BUSINESS

Two Norfolk Police Department badges are shown: a blue and gold one and a silver one. Below them is a silver cube with the word "SAFETY" written on it in red.

A Guide for Personal Safety in your Workplace



As a crime prevention measure in your workplace, the Norfolk Police Department would like to remind the business community that many of your activities increase the potential for victimization. **You can reduce the likelihood of becoming a victim of larceny, workplace violence, or burglary by following a few crime prevention practices.**



Lock up your valuables!

Your assistance is needed in reducing the number of workplace larcenies. Targeted items usually include purses, wallets, cell phones, laptops, I-pods, stereos, and handbags.

Lock them inside your office, desk drawer, cabinet, or just keep them with you. **(DO NOT LEAVE ITEMS UNATTENDED).**



Tighten security practices!

Most thieves look for opportunities to test the security of workplaces. Incorporate some of these crime prevention tips into your opening, operating, and closing procedures:

- Have someone available to greet anyone who enters the workplace to ensure they are there for a legitimate reason.
- Suggest to employees not to prop open or leave unlocked:
 - Outer security doors
 - Delivery doors
 - Stairwell doors

(This can prevent suspicious individuals from entering your workplace unnoticed and undetected.)

- Lock all offices, conference rooms, or storage rooms that are regularly unoccupied.
- Ensure that all doors and windows are locked properly and any security alarms or devices are activated prior to leaving your workplace for the day.
- Start an “Office Watch” program in your workplace. The guidelines are similar to Neighborhood Watch and can aid in detection and alerting others of unauthorized visitors or potential criminal activity in your workplace.

Advise security or call police if something appears suspicious!

Thieves often pose as delivery personnel, couriers, janitorial staff, maintenance workers, job applicants, new employees, as relatives of employees, as someone looking for a restroom, or as other seemingly legitimate persons.

Many thieves walk through workplaces to see if they get stopped or questioned or to test any security measures that possibly may be in place. These individuals are prepared and will attempt to use false explanations.

- Watch out for “head poppers” who open the wrong doors and pretend to be looking for specific offices.
- Redirect wandering or lost visitors roaming the halls to the correct office, information desk, designated waiting area, or the security office.
- Do not be afraid to question anyone you may be in doubt of, if it is safe to do so.
- Have a security person or police investigate the individual as soon as possible.

