



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: June 1, 2026**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: VIOLENCE IN THE WORKPLACE/CRITICAL INCIDENT REPONSE

ISSUE:

Approve revisions to the Violence in the Workplace/Critical Incident Response Policy (III-04).

RECOMMENDATION:

That the Human Resources Board approves revisions to the Violence in the Workplace/Critical Incident Response Policy (III-04).

BACKGROUND:

The Violence in the Workplace/Critical Incident Response Policy (III-04) was last revised in July 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and updated.

DISCUSSION

The Violence in the Workplace/Critical Incident Response Policy was updated to reflect that this policy is in compliance with California Labor Code (LC) section 6401.9, which resulted from Senate Bill 553. The labor code and senate bill set forth requirements on how organizations are to define instances of workplace violence, how to respond and mitigate hazards, training on workplace violence prevention, and the requirements for post-incident.

This policy was also updated to include additional procedures for reporting incidents of workplace violence as set forth in policy I-12 Workplace Violence Prevention Plan in the Safety and Health Policy and Procedure Manual.

In addition, the Critical Incident Response to Workplace Violence section was restructured to better capture the roles and responsibilities of City staff at each level of management.

Lastly, general formatting and editing was completed on the overall policy for clear delivery of procedures and protocol.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Brenda Brooks, Senior Human Resources Analyst

Attachments:

Violence in the Workplace/Critical Incident Policy (III-04)