

# Tompkins County Workplace Violence Incident Reporting Process

Current as of 8/16/2024

## **General Information:**

Forms can be found on the County's Human Resources Department website:

[https://www.tompkinscountyny.gov/personnel/General\\_Information](https://www.tompkinscountyny.gov/personnel/General_Information)

- Workplace Violence Prevention Incident Form (fillable pdf/printable version)
- Workplace Violence Prevention Incident Form (electronic submission)

## **For Fillable PDF/Paper Submissions:**

1. Employee/Victim completes Sections 1-3 and signs the form. Forms should be completed immediately, if possible, or as soon as practical and given to Supervisor.
2. Supervisor reviews form and incident with employee/victim. Completes relevant portion of Section 4, signs the form, and gives form to Department Head for review.
3. Department Head reviews form, Completes relevant portion of Section 4 and signs form.
4. Form should then be emailed to Commissioner of Human Resources, Compliance Program Coordinator, and Employee Health & Safety Coordinator as soon as possible which will enable remedial action and/or assistance to departments to be taken immediately, when necessary.

## **For Electronic Submissions:**

1. Employee completes and submits form via online tool.
2. The submitted electronic form is then routed according to the following chain:
  - Supervisor for review of form and incident with employee.
  - Department Head for review and signature.
  - Commissioner of Human Resources, Compliance Program Coordinator, and Employee Health & Safety Coordinator for review, remediation/response, and record retention.

All forms are retained for five (5) years per Section 27-b of NYS Labor Law, including employee complaints, incident reports, inspection reports, and remedial action plans. After five years, documents may be confidentially destroyed.

Any employee not comfortable with utilizing the above process for reporting will be instructed to contact the County Compliance Hotline (1-877-348-1396) to report the incident. This hotline is responded to by County Administration and the Compliance Program Coordinator.