



San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Workplace Violence Prevention Policy

Appendix B

Early Warning Signs and Helpful Hints

Early Warning Signs:

- i. There is a change in the person's customary and usual behavior.
- ii. Co-workers report the person is a "time bomb", demonstrating emotionally erratic behavior.
- iii. The person displays an extreme interest or obsession with weapons and/or brings a weapon to work.
- iv. The person has suffered a recent humiliation on the job (e.g., loss of job status).
- v. The person blames the boss or others for a problem.

- vi. There has been a history of violence or conflict with others.
- vii. The person has engaged in verbal intimidation or verbal abuse or made direct or veiled threats*
- viii. The person has engaged in destructive behavior such as breaking something.*
- ix. The person makes excessive demands on a supervisor's time or pushes the limit of normal conduct.
- x. The person is a loner, has a negative self-image, and limited social support.
- xi. The person expresses extreme desperation over family or other personal problems.
- xii. The person has a history of drug and/or alcohol abuse.
- xiii. The person has a plan for retribution or revenge.*

Note (*): Numbers vii, viii, and xiii are violent behaviors and warrant disciplinary action.

When an employee is threatened by another:

- i. Listen carefully.
- ii. State concern.
- iii. Remain calm and non-confrontational.
- iv. Set limits on behavior.

- v. Evaluate danger and plan escape routes.
- vi. Call for assistance.