

DRAFT
MEETING MINUTES
WVPI WORKING GROUP 1
OCTOBER 5, 2009
CONFERENCE CALL - 12:30 to 2:00 pm EDT

1. Welcome and Call to Order

Working Group Chair Mr. George Cramer called the meeting of the Workplace Violence Prevention and Intervention (WVPI) Working Group 1 (WG 1) to order at 12:30 pm EDT and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS Staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chair Cramer asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Discussion of Comments

Chair Cramer opened the discussion of comments to begin with comment 78. The WG was requested to reference the supplied comment compilation designated WVPIWG-8-2009-047, which was previously disseminated for WG 1 review. Discussion ensued regarding the assertions of prevalence for the armed robbery and rage violence types, as well as employee versus non-employee. The need for statistical citations was noted and the WG determined that several citations for supporting statistics may be submitted for review in advance of the next WG 1 meeting. It was noted with consensus that sufficient distinction exists in the current draft between the types of violence.

Discussion ensued regarding best methods for comment review such as dividing up the comments for pre-screening by WG 1 members, and Chair Cramer moved the meeting to *Open Discussion*.

5. Open Discussion

It was noted that if proposed comment resolutions were provided by WG members they would collectively be reviewed by the working group at the subsequent meeting. It was offered that grouping similar comments can be helpful and further noted that the comments are sequentially arranged by way of the clause numbers to serve this effect. It was noted that a preliminary overview of Sections 4 and 5 in advance of the sequential review of comments would be beneficial in assessing the needs of the sections as a whole, and it was observed that this could possibly prevent word-smithing of elements destined to be discarded.

The motion was made and seconded to next open general discussion of section 4. It was noted that the section defines the workplace violence problem, and that the appropriate utilization of up to date statistics and proper definition of terms should be considered. It was provided that detailed supporting statistics should not be placed in the opening paragraphs. Ms. Susan Carioti of ASIS Staff provided that the document is being created as an American National Standard and will conform to that style and terminology wherever applicable.

A motion to open discussion of the workplace violence definition was made and seconded. Discussion ensued with it being noted that the definition does not have to be reinvented, and existing definitions ought to be taken into consideration. It was noted that the term *workplace violence* is often used for violent behavior only, while *workplace aggression* is utilized as an umbrella term. It was countered that workplace violence is considered more encompassing than that from the viewpoint of some such as human resource practitioners. It was noted that the intent of the ASIS *Workplace Violence Prevention and Response Guideline* was to document behaviors believed to lead to violence, but not behaviors where there is not a reasonable belief of leading to violence. It was offered that only behaviors leading to actual physical acts of violence should be considered. It was also noted that it should not become an "anti-harassment" standard, but should address precursor behaviors. It was observed that there is no mention of a perpetrator in the definition and that there is mention in the typologies. The WG determined to add reference to perpetrator in the definition.

The distinction between person-on-person violence and person-on-assets or organization was noted and discussed, with consensus found that the Standard will exclusively address acts of physical violence and behaviors that are specifically identified as precursors. It was determined that Mr. Kort Dickson and Mr. Gene Ferraro will provide an updated

“Workplace Violence” definition to ASIS Staff by 10/19/09 for dissemination to the WG in advance of the next meeting. It was noted that any input for the definition should be submitted to Kort and Gene via standards@asisonline.org.

The comments relative to Figure 1 were noted and discussion ensued. It was observed that a graph as basic as Figure 1 may not be valid at this point in the document, and could it be removed or made more detailed. It was provided that the graph could be revisited after completion of the definition, and that it should work well for the intended broad audience of the standard. It was noted that the graphic is not cited anywhere in the text, and the WG agreed that if the graphic remains included, it should be referenced within the text.

Chair Cramer moved the discussion to dividing up the comments for pre-screening by WG 1 members, and it was noted that work on the sections can proceed while the definition is being completed. The following assignments were made:

- Section 4.0: Christian Kiewitz
- Section 4.1: Kort Dickson and Jay Thomas
- Section 4.2: Jimmy Salinas
- Section 4.3: *No assignment.*
- Section 4.4: Celia Jarvis
- Section 4.5: James Potter and James Neblett
- Section 5.0: George Cramer
- Section 5.1: Barry Nixon and Tim Sutton
- Section 5.2: John Turey

It was noted that a subsequent review of the statistics for Section 4.3, Measuring Workplace Violence, will be performed. It was further noted that ASIS Staff will provide the members with a comment compilation containing added columns for inclusion of the suggested comment resolutions.

6. Action Items

Action items include:

- ASIS staff to provide updated comment compilation for disposition and resolution/rationale inclusion.
- Mr. Dickson and Mr. Ferraro to submit definition of “Workplace Violence” by 10/19/09.
- WG members to submit comments assignments to ASIS staff via standards@asisonline.org by 10/19/09.

7. Next Meeting

The next meeting of Working Group 1 is scheduled for November 2, 2009 from 2:30 to 4:00 pm EST.

8. Adjournment

Chair Cramer adjourned the meeting at 2:00 pm EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Coordinator, Standards & Guidelines

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**WVPI WORKING GROUP 1**  
**10/5/09 MEETING ATTENDEES**

|                                     |                                                                                            |
|-------------------------------------|--------------------------------------------------------------------------------------------|
| George Cramer, WG 1 Chair           | Palm, Inc.                                                                                 |
| Michael Crane, Commission Liaison   | IPC International                                                                          |
| Philip Deming                       | Philip S. Demind & Associates                                                              |
| Kort Dickson                        | Perdue Farms Incorporated                                                                  |
| Eugene Ferraro, Commission Liaison  | Business Controls Inc.                                                                     |
| Celia Jarvis                        | Northrop Grumman Corporation                                                               |
| Christian Kiewitz                   | University of Dayton                                                                       |
| Richard McClintock , WG Liaison     | Richard McClintock                                                                         |
| James Neblett                       | Chapman University                                                                         |
| Barry Nixon                         | Nat'l Institute for Prevention of Workplace Violence, Inc.                                 |
| James Potter                        | 360-Violence Prevention, Threat Assessment, Intervention and Event Mgt. Consultant/Trainer |
| Jimmy Salinas                       | AT&T                                                                                       |
| Rebecca Speer, WVPI Committee Chair | Speer Associates                                                                           |
| Tim Sutton                          | Securitas/ Memorial Health System                                                          |
| Jay Thomas                          | Pacific University                                                                         |
| John Turey                          | ITT Corporation                                                                            |
| Teresa Twomey                       | Effectiveness Alliance                                                                     |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines  
Aivelis Opicka, Manager, Standards & Guidelines  
Jeanette Donovan, Standards & Guidelines Coordinator

**SHRM Staff Present**

Lee Webster, Director, HR Standards