

Appendix 1: DOMESTIC VIOLENCE WORKPLACE PLAN

DATE: _____

EMPLOYEE: _____

SUPERVISOR: _____

1. Brief Description of Presenting Situation:

Are other DEP employees aware of / involved in the situation? (specify)

2. Employee *needs* requiring adjustments to work expectations or usual environment (*e.g.*, new child care responsibilities; changed living situation; safety concerns) (list):

3. Accommodations to meet #2, as agreed by supervisor and employee² (specify, including dates for implementation):

(b) Possible employee benefits to be utilized:

(c) Steps to be taken to assure/protect confidentiality (specify):

² Where the employee is a perpetrator, changes and accommodations may be instituted without the employee's agreement.

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4. Special workplace safety or resource concerns that may involve other employees (if necessary):

5. Steps to be taken to assure workplace safety and/or inform other employees (if necessary; include dates for implementation):

6. Additional resources / referrals:
EAP Hotline Shelter Law Enforcement Batterer's Program, etc.

7. Is there a Protection from Abuse or Harassment order issued by a court? If yes, attach copy.

Based on the planning above, in consultation with the Human Resources Officer, we agree on the actions to be taken.

Employee³

Supervisor

Date on which we agree to review this Plan, and make changes as appropriate:

_____.

³ Where the employee is a perpetrator, changes and accommodations may be instituted without the employee's agreement.

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IMPLEMENTATION CHECK SHEET

(to be retained by the Human Resources Officer)

| Action | Date | Initial |
|--|------|---------|
| Received information leading to this DVWP | | |
| Met with employee and supervisor to develop this DVWP | | |
| Implementation items from sections 3, 5 : (specify; add additional lines as necessary): | | |
| ➤ | | |
| ➤ | | |
| ➤ | | |
| ➤ | | |
| ➤ | | |
| ➤ | | |
| ➤ | | |
| Referred to outside resources (specify): | | |
| Referred to Commissioner's office | | |
| Review / modification of DVWP | | |
| DVWP no longer needed: file closed | | |



DEP DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

MAINE COALITION TO END DOMESTIC VIOLENCE PROJECTS

All 800, 877, and 888 numbers are toll-free. Collect calls are accepted at the other hotline numbers.

ABUSED WOMEN'S ADVOCACY PROJECT (Oxford, Franklin & Androscoggin Counties)

P.O. Box 713, Auburn, ME 04212-0713 • Admin: 207-795-6744

Hotline: 1-800-559-2927 or 207-795-4020 • Fax: 207-795-6814 • e-mail: awap@awap.org • www.awap.org

BATTERED WOMEN'S PROJECT (Aroostook County)

421 Main St., Suite 2, Presque Isle, ME 04769 • Admin.: 207-764-2977 • Hotline: 1-800-439-2323

Fax: 207-764-8631 • e-mail: dbaiettibwp@hotmail.com

CARING UNLIMITED (York County)

P.O. Box 590, Sanford, ME 04073 • Admin.: 207-490-3227 • Hotline: 1-800-239-7298 or 207-324-1802

Fax: 207-490-2186 • e-mail: caring@gwi.net • www.caring-unlimited.org

FAMILY CRISIS SERVICES (Cumberland & Sagadahoc Counties)

P.O. Box 704, Portland, ME 04104 • Admin.: 207-767-4952 • Hotline: 1-800-537-6066 or 207-874-1973

Fax: 207-767-8109 • Bath Fax: 207-442-0557 • Ptd. Shelter Fax: 207-842-6880

e-mail: familycrisis@familycrisis.org • www.familycrisis.org

FAMILY VIOLENCE PROJECT (Kennebec & Somerset Counties)

P.O. Box 304, Augusta, ME 04332 • Admin.: 207-623-8637 • Hotline: 1-877-890-7788 or 207-623-3569

Fax: 207-621-6372 • Skowhegan Fax: 207-474-6489

e-mail: fvp@familyviolenceproject.org • www.familyviolenceproject.org

NEW HOPE FOR WOMEN (Knox, Lincoln, & Waldo Counties)

P.O. Box A, Rockland, ME 04841-0733

Admin: 207-594-2128 • Hotline: 1-800-522-3304 or 207-594-2128

Belfast area hotline 207-338-6569; Damariscotta area hotline 207-563-2404

Fax: 207-594-0811 • e-mail: newhope@newhopeforwomen.org • www.newhopeforwomen.org

SPRUCE RUN (Penobscot County)

P.O. Box 653, Bangor, ME 04402 • Admin.: 207-945-5102 • Hotline: 1-800-863-9909 or 207-947-0496

Fax: 207-990-4252 • e-mail: sprucerun@sprucerun.net • www.sprucerun.net

THE NEXT STEP (Hancock & Washington Counties)

Hancock County: P.O. Box 1465, Ellsworth, ME 04605 • Admin.: 207-667-0176 • Hotline: 1-800-315-5579 or 207-667-4606

Washington County: P.O. Box 303, Machias, ME 04654 • Admin.: 207-255-4934 • Hotline: 1-888-604-8692 or 1-207-255-4785

Fax: 207-667-8033 • e-mail: lfogelman@nextstepdvproject.org • www.nextstepdvproject.org

WOMANCARE (Piscataquis County)

P.O. Box 192, Dover-Foxcroft, ME 04426 • Admin. & Hotline: 207-564-8165 • Hotline: 1-888-564-8165

Fax: 207-564-7418 • e-mail: wmncare@wmncare.org • www.wmncare.org

OTHER NUMBERS:

AROOSTOOK BAND OF MICMACS FAMILY VIOLENCE PREVENTION SERVICES:

Office Phone: 207-764-1972 or (Battered Women's Project): 1-800-439-2323

HOULTON BAND OF MALISEET INDIANS DOMESTIC VIOLENCE RESPONSE PROGRAM: 207-532-6401 or cell phone: 207-694-1353

PASSAMAQUODDY PEACEFUL RELATIONS DOMESTIC VIOLENCE RESPONSE PROGRAM:

Hotline: 207- 853-2613

PENOBSCOT NATION: (Spruce Run) 1-800-863-9909 or 207-947-0496

NATIONAL DOMESTIC VIOLENCE HOTLINE: 1-800-799-7233 • TTY 1-800-787-3224

170 Park Street • Bangor, Maine 04401 • 207-941-1194 • fax 207-941-2327 • mcedv@mcedv.org



DEP DOMESTIC VIOLENCE AND THE WORKPLACE POLICY

LIST OF DOMESTIC VIOLENCE RESPONDERS

*Until a list of Domestic Violence Responders has been identified and trained, employees should contact their Human Resources Officer.