



**COLO RADO**

**State Employee Assistance  
Program**

CSEAP

# ***Domestic Violence Resource Guide***

for State of Colorado Employees

This guide was created by a collaborative group of state agency representatives working together to address prevention, intervention, treatment, standards, and response to intimate partner violence.



# For Supervisors

who may know an employee who is experiencing partner violence.

Domestic violence is not OK, but it is OK to offer help.

- Distribute workplace posters
- Identify intimate partner violence as a concern in various workplace meetings
- Refer employees to CSEAP for support
- Ensure employees have access to training on workplace violence and intimate partner violence
- Use October as an annual time to distribute information about partner violence to your workforce

## Know Your State Policies

Policies that supervisors should know about and understand:

- State of Colorado Universal Policy pursuant to Executive Order D023 09 Establishing a Policy to Address Workplace Violence, including Domestic Violence Affecting the Workplace
- State of Colorado Employee Handbook - Provides information about use of leave for domestic violence related reasons.
- State of Colorado Personnel Rules (5-5 E and 5-16 C) - allows for use of leave for domestic violence related situations.

## Talk to Your Staff

If you are concerned that a staff person may be experiencing abuse by a partner, or may be abusing a partner, you have an important role in talking with them.

- Suggest support and resources
- Contact your Human Resources Unit for guidance; be sure to gain permission from your employee before sharing their information with others
- Colorado State Employees Assistance Program (CSEAP) provides support and consultation for supervisors. Call 303-866-4314 or 800-821-8154



# For Employees

who may be experiencing domestic violence.

People from all backgrounds may experience domestic violence. In fact, partner violence is so widespread that it is tracked by the Centers for Disease Control as a health epidemic.

## There is Help Available

- Free and confidential advocates around the state can talk with you about your options, local resources, and help you with safety planning including how to work with your employers
- Your Supervisor may be able to help address the abuse, for example by temporarily altering your work location or hours, or taking measures to increase the security of the physical environment
- The State of Colorado provides Employee Assistance (CSEAP) including counseling and other resources at no cost and without disclosure to your supervisor or co-workers



Visit <https://cseap.colorado.gov>  
for appointments and resources

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# For Employees

who may be concerned about a coworker.

If you are concerned that a co-worker may be experiencing abuse by a partner, find a private time and place to let them know you are concerned and that support is available.

## Talk with Your Coworker

- Respect their privacy
- Affirm that you believe them
- Avoid being judgmental
- Refer them to CSEAP or [Violence Free Colorado](#)

### Scripts to start the conversation:

- “I am worried that you may be unsafe at home. No one deserves to be mistreated.”
- “I wanted to give you these referral numbers. There is free and confidential help available.”
- “I believe you and I’m here to support you in the ways you need.”

## Participate in a Safe Work Environment

If you see somebody engaging in abusive behavior, talk with your supervisor or report this to your Human Resources Unit immediately.

Speak out against comments that devalue others, reinforce gender roles, or ‘joke’ about violence.

### Scripts to start the conversation:

- “That’s not funny and everyone deserves respect.”
- “That makes me uncomfortable and I don’t agree.”
- “I think you should rethink how you phrased that one.”

Be respectful of all people regardless of race, age, culture, ability, religion, sexual orientation, or gender identity.



# For Everyone

who may need additional resources.

- Violence Free Colorado
  - **Website:** <https://www.violencefreecolorado.org/>
  - **Description:** Locate local free and confidential services, including specialized services for people who are LGBTQ, Deaf or Hard of Hearing, or differently abled
- National Domestic Violence Hotline:
  - **Phone:** 1-800-799-SAFE
  - **Website:** <https://www.thehotline.org>
- Colorado State Employee Assistance Program (CSEAP)
  - **Website:** <https://cseap.colorado.gov>
- Colorado Address Confidentiality Program (ACP)
  - **Website:** <https://www.colorado.gov/acp>
- Colorado Domestic Violence Offender Management Board (DVOMB)
  - **Website:** <https://www.colorado.gov/pacific/dcj/domestic-violence-offender-management>
  - **Description:** Locate local DVOMB treatment providers for people using abusive behavior
- Office of the Attorney General Domestic Violence Fatality Review Board
  - **Website:** <https://coag.gov/office-sections/criminal-justice/domestic-violence-fatality-review-board/>
- The Office on Violence Against Women (US Department of Justice)
  - **Website:** <https://www.workplacesrespond.org/>