

## **PROCEDURE 408-1**

### **VIOLENCE-FREE WORKPLACE PROCEDURES**

Effective 05-01-2021, Resolution No. 014-21

*If an employee believes there is an immediate threat of death or bodily harm to anyone, the employee should first escape the danger and call 911. If calling from a County landline, remember to first dial 9.*

#### **Prohibited Conduct**

The following are examples of prohibited violent and threatening conduct:

- Verbal threats to cause physical or mental harm regardless of whether the person making the threat has the present ability to carry it out and regardless of whether the threat is conditional or a threat of future harm.
- Talking about violent acts in a way that observers consider threatening.
- Aggressive physical contact such as hitting, kicking, pushing, grabbing, choking, etc.
- Sexual assault.
- Intimidating physical conduct such as fits of rage, cornering a person, and acting as if physical violence is imminent.
- Destruction of property or threats to destroy County property.

#### **Prevention**

Supervisors should notify the Department of Human Resources if an employee appears to be having unusual difficulty handling frustration, managing anger, or dealing with co-workers or others. The Department of Human Resources will work with the employee and the department/agency/office to determine the appropriate course of action.

#### **Reporting**

All employees are required to report threats and violent behavior they observe or have knowledge of regardless of whether the threat or action is by an employee, official, a member of the public, or other person. Employees are required to report off-duty threats against County employees or property.

In emergencies employee should always call 911 first. Otherwise, employees should report threats or acts of violence to their supervisor, manager, department/agency/office leader, or the Department of Human Resources who will take steps to resolve the situation, which may include sending an employee home, moving staff to a different location, or contacting law enforcement. The department/agency/office leader will document the incident and the action taken.

If the Department of Human Resources was not previously notified, supervisors, managers, and leaders must notify the Department of Human Resources of the incident as soon as possible. If the allegations are against the Director of Human Resources, the County Manager must be notified. Where the conduct is believed to be due to Protected Status or Protected Activity as defined in Human Resources Policy 105, Equal Opportunity in Employment, the procedures for reporting and investigating described in Procedure 105-3 will be followed.

The County will report suspected criminal activity to law enforcement for investigation.