
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.13
EFFECTIVE DATE: 09/21/00
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: *Dan Halle*
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SUBJECT: VIOLENCE IN THE WORKPLACE

- I. PURPOSE:** It is the goal of Douglas County to provide employees with a safe and healthy work environment, which is free from violence and the threat of violent behavior.
- II. POLICY:** The County is committed to prevent the potential for violence in and around the workplace, and to foster a work environment of respect and healthy conflict resolution. Unlawful possession or use of a deadly weapon, including all firearms, is not permitted at work or on County property, including in a County vehicle, unless such possession or use of a weapon is a necessary and authorized requirement of the job. Any form of workplace violence, or the threat of violence, is strictly prohibited, and shall result in possible criminal charges, as well as disciplinary action up to and including termination of employment.
- A. DEFINITIONS:**
1. Violence is the use of physical force, harassment, intimidation, or abuse of power or authority, where the impact is to control by causing pain, fear, personal injury, or property damage.
 2. Threat is the expression of intent to cause physical or mental harm.
 3. Physical attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- B. AWARENESS PROGRAM FOR EMPLOYEES:**
1. Every employee will be given notice of the County's policy with regard to workplace violence as follows:
 - New employee orientation will include a brief explanation of the County's workplace violence policy and procedures.
 - Each employee shall be provided with a copy of the County's policy.
 - The policy shall be included in policy and procedure manuals, outlined in employee handbooks and similar publications.
 2. The Human Resources Manager will maintain information on community resources and employee benefits available to employees and/or dependents for assistance in problems related to domestic violence. The Employee Assistance Program (EAP) is also available for such resource/information referral.

3. Training programs shall be provided to employees in conjunction with sexual harassment and nondiscrimination training.
 4. Supervisory training shall be provided on a periodic basis and shall include the following:
 - Recognizing signs of potential workplace violence.
 - Duty to report and procedure for reporting policy violations.
 - Employee awareness and communication procedures.
 - Confrontational/conflict resolution and referral techniques.
- C. **RETALIATION:** All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, citizens and strangers. Any report of violence or potential violence shall be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.
- D. **ACCOUNTABILITY:** The County assures that its workforce will be held accountable should they commit acts of violence in the workplace.
- E. **EMPLOYEE ASSISTANCE PROGRAM:** Employees who experience violence within their families, workplace or communities, will have avenues for resolution and support. The County's Employee Assistance Program is available as a counseling and referral resource for employees and their families.
- F. **DISCIPLINARY ACTION:** Disciplinary action up to and including termination of employment will result for violations of this policy. All Department Heads, Elected Officials, Division Heads and Supervisors shall administer and ensure compliance with this policy.

III. PROCEDURES:

- A. **REPORTING:** When an employee observes an act of violence, or the potential for violence, at work, the following steps should be followed:
1. As with any immediate emergency involving a violent act, fire, or medical incidents, contact 911.
 2. All incidents of Workplace Violence, or potential violence, should be reported to the department head/elected official, the Human Resources Division, or District Attorney's office immediately. The attached form should be utilized for reporting purposes. When the situation is critical, verbal notification should be made, with follow-up documentation. All reports of workplace violence shall be investigated.

3. Any proposed course of action, or disciplinary action, shall be discussed and reviewed with the department head/elected official, Human Resources Manager and the District Attorney's office prior to implementation.

B. SUPERVISOR'S RESPONSIBILITY:

1. Managers and supervisors have a responsibility to make efforts to defuse violent or potentially violent situations as quickly as possible in order to prevent their escalation.
2. Supervisors shall respond immediately to any staff's expression of concern for their safety on the job.
3. In the event a confrontational incident occurs, separate the employees involved immediately. Contact 911 in emergency situations.
4. Contact the appropriate department head/elected official, Human Resources and the District Attorney's office.
5. Document, and assist with follow-up investigation, which may include interviewing all individuals involved, and witnesses.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Manager shall review this policy as needed or at least once every 5 years.

6/5/03

INCIDENT REPORT

DATE OF INCIDENT: _____ DATE REPORTED: _____

REPORTED BY: _____

REPORTED TO: _____

(Supervisor, Department head/elected official, or Human Resources Manager)

INDIVIDUALS INVOLVED:

TITLES:

_____	_____
_____	_____
_____	_____

BRIEFLY EXPLAIN INCIDENT: (Attach additional documentation as necessary)

BRIEFLY EXPLAIN ACTION TAKEN BY SUPERVISOR or DEPARTMENT
HEAD/ELECTED OFFICIAL TO HANDLE THE INCIDENT: (Attach documentation of disciplinary
actions)

Employees involved have received a copy of the Douglas County Policy
#01.02.06 "VIOLENCE IN THE WORKPLACE".

The Department head/elected official and Human Resources Manager have been
notified

Original copy of Incident Report should be forwarded to Human Resources

SUBMITTED BY: _____
(Signature)

DATE: _____

PRINT NAME: _____

PHONE: _____

Revised: 6/5/03