

CITY OF REDDING

Personnel Policies and Procedures Manual

Section: Miscellaneous

Subject: Workplace Violence Policy

Personnel Director: Linda Johnson Date: 4/20/04

City Manager: Michael Davis Date: 4/21/04

City Council Resolution No. (if applicable) N/A Effective Date: 2/1/98

This policy is designed to supplement the City's Injury and Illness Prevention Program. The goal is to provide a safe work environment in which employees and other persons conducting business with the City may do so without fear of being victimized by violent acts or threats. Perpetrators of such actions will be subject to disciplinary action, including discharge and possible criminal charges. Examples of violations of this policy include, but are not limited to, the following acts:

- Striking, punching, shoving, grabbing, slapping or assaulting another person
- Fighting or challenging another person to a fight
- Engaging in dangerous, threatening or unwanted pranks/"horseplay"
- Making verbal, written or implied threats of violence of any kind
- Stalking (e.g., repeated following, calling or harassing of another), as defined in the Penal Code.
- Possession of weapons of any kind in a City building or on the work site (including an outdoor work site) or in a City vehicle, unless authorized as a part of City employment (e.g., service weapons, knives used as tools, etc.) and used in accordance with departmental operating procedures and all applicable State and Federal laws. Pepper spray used for personal protection is not considered a weapon.
- Outbursts Behavior which have has the potential to create a hostile, abusive, or intimidating work environment.

DEFINITIONS:

1. Threat - An express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
2. Violence - The behavior or intentional use of force which has the potential to cause and/or result in physical injury or emotional harm.
3. Weapon - Weapons are defined as guns, knives, or other dangerous devices that may be used to harm another person.

VICTIMS OR WITNESSES:

Anyone who is the victim of any violent, threatening or harassing conduct, or who observes such conduct taking place (whether the perpetrator is a City employee or not), should not attempt to confront the perpetrator, but should immediately report the conduct to his or her supervisor or manager. All such

complaints will be thoroughly investigated, and appropriate steps will be taken to prevent any harm from occurring or being repeated. No ADVERSE ACTION will be taken against anyone who makes a good-faith report under this policy.

WORKPLACE VIOLENCE COMMITTEE:

A committee shall be established to govern the provisions of this policy, to review workplace violence safety issues and to develop and implement appropriate training. The Committee shall encourage input from employees and their supervisor to improve unsafe conditions and to develop appropriate training materials.

DEPARTMENT DIRECTORS, MANAGERS OR SUPERVISORS:

The City maintains a "No Tolerance" stance toward such conduct and anyone who is found to have engaged in such conduct will be severely disciplined up to and including termination. Department directors are authorized to immediately contact the Risk Manager, the Human Resources Manager Personnel Director or other authorities. Discipline of those who violate this policy will be in accordance with City policies and the law. When circumstances warrant it, the City may seek criminal prosecution through coordination with law enforcement authorities.

EMPLOYEE ASSISTANCE PROGRAM:

Any employee of the City of Redding who is contemplating violence against another individual, or any employee who has been the victim of violence, or any individual who has witnessed a violent act is encouraged to seek assistance through counseling. This is a benefit covered under our group health insurance plan. For more information, contact the Personnel office.

PROCEDURE: VIOLENCE IN THE WORK PLACE PREVENTION PROGRAM

PURPOSE: To provide the necessary guidance for supervisors and employees in implementing the appropriate response when encountering any one of the three types of violent situations in the work place.

TYPE I: Involves a violent act or threat, as defined herein, by an assailant with no legitimate relationship to the work place who enters to commit robbery or other criminal acts.

TYPE II: Involves a violent act or threat, as defined herein, by a recipient or prospective recipient of a service provided by the City or who has other business-related involvement with the City, such as a customer, applicant, vendor, consultant, etc.

TYPE III: Involves a violent act or threat, as defined herein, by a current/former employee, supervisor or manager, or another person who has some employment-related involvement with the City, such as an employee's spouse or significant other, an employee's relative or friend, or another person who has a dispute with one of our employees.

RESPONSIBILITY:

ACTION:

EMPLOYEE:

- Avail himself/herself for training, as scheduled by a supervisor or the Committee.
- If the victim or potential victim of a violent act, notify the immediate supervisor/manager as soon as possible; provide a full description of the subject and the details of the circumstances. Complete reporting form.
- If the witness to a violent act, notify the immediate supervisor/manager as

soon as possible, and provide all relevant information.

- If immediate danger, CALL 911

RESPONSIBILITY:

ACTION:

SUPERVISOR/
MANAGER

- Ensure that employees are allowed to attend training on work place safety.
- Respond quickly and empathetically to any employee who reports that he/she is a victim of or has witnessed a violent crime.
- Collect all relevant information. Ensure reporting form is completed.
- Notify the Department director
- Alert other employees who may come into contact with the subject, and discuss action to be taken.
- If there is immediate danger, CALL 911.

RESPONSIBILITY:

ACTION:

DEPARTMENT
DIRECTOR:

- Ensure that information from the Committee is properly distributed in a timely manner; notify proper authorities when necessary

RESPONSIBILITY:

ACTION:

PERSONNEL:

- Collect all relevant information; descriptions; circumstances leading to violent situation.
- Make arrangement with the Police department as deemed necessary
- Notify the City Manager as deemed necessary
- Determine which type of work place violence is occurring, or has occurred, and which safety procedure(s) should be implemented.
- Alert Committee as deemed necessary.
- Modify Personnel rules or practices to accommodate special circumstances.
- Determine the appropriate level of discipline based on policy and law.

RESPONSIBILITY:

ACTION:

WORKPLACE
VIOLENCE COMMITTEE:

Committee will consist of the ~~HUMAN RESOURCES MANAGER,~~
~~PERSONNEL DIRECTOR,~~ ~~the RISK MANAGER,~~ CITY ATTORNEY and
THE CHIEF OF POLICE (or designees)

The Committee will:

- Keep current on work place violence trends
- Meet periodically (at least once per year) to review and discuss work place violence safety issues
- Develop and implement appropriate training
- Respond as a committee or individually to initial calls from victims or witnesses of violent crime in the work place.

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