

CITY OF BALDWIN PARK
WORKPLACE VIOLENCE POLICY

Policy

It is the policy of the City of Baldwin Park that every employee is entitled to work in a safe work environment. To this end, violence or the threat of violence in the workplace will not be tolerated in any form. It is inappropriate to use violence or threats in an attempt to intimidate, prevent work from being completed or in any way interfere with providing a safe workplace.

Employees are expected to conduct themselves in accordance with the Personnel Rules and regulations of the City. The following guidelines will clarify the roles and responsibilities of all parties involved with handling the act or threat of violence.

Definitions

Workplace Violence

Violence in which an individual inflicts, or threatens to inflict, on others at the place of work: damage of property; serious harm; injury, or death.

Violence

An intense and extreme behavior used to frighten, intimidate, injure, damage, or destroy another person or property. It is usually an expression of anger, and can take the following forms: gestures, innuendo, intimidation, physical force, retaliation, rough action, self-prediction of loss of control, stalking, strong negative feeling or emotion, threats, and/or violation of another's rights or sensibilities.

Threat

A direct or implied expression of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. The following are some examples of behaviors that may be considered threats. Additionally, because intent may not always be discerned by co-workers, jokes about physical acts of violence will not be tolerated.

- Verbal threats which include descriptions of what the violent person plans to do.
- Threatening conduct, such as intimidating others, showing off or actually brandishing a weapon.

- Bizarre statements or actions threatening physical harm often stemming from a perceived work injustice.
- Obsessions, such as apparently nursing a grudge against a co-worker or supervisor or from frustrated romantic interests.

Self-expression

All individuals have the right to self-expression. However, the City has a “zero-tolerance” policy towards all expressions of violence or potential violence.

Policy Guidelines

1. No employee of the City shall threaten or conduct an act of violence towards another employee, the public or property of the City during their course of employment. The City has a “zero-tolerance” for workplace violence.
2. All acts of violence will be reported immediately to the supervisor, department head and the Personnel Officer.
3. All reported acts of violence will be investigated by the department in which the act occurred or, if more than one department is involved, by the Personnel Officer.
4. Individuals who commit acts of violence shall be subject to disciplinary action, up to and including termination.
5. No employee shall bring to the worksite, on their person, or in their belongings or vehicle, any non-job related weapon or dangerous material of any type; for example, firearms or knives.

Responsibility of Management and Supervisory Employees

1. It is the responsibility of all managers and supervisors within the City to ensure that a safe and violence free workplace exists. Potential exposure to workplace violence can be reduced with strong commitment and the day-to-day involvement of managers, supervisors and employees. In the event of a direct or implied threat, or an act of violence, the immediate supervisor or responsible person shall:
 - Immediately inform the employee who was threatened, that threats or acts of violence will not be tolerated. Reassure the employee that reporting the incident was the right thing to do and, an investigation will take place. Ask him/her for as much detail as he/she remembers, and for the names of any

witnesses. Take measures, appropriate for the situation, to prevent harm to the employee or property. Report situation to the department head immediately.

- Immediately inform the accused employee that threats or acts of violence will not be tolerated. Take reasonable steps to prevent escalation of the threats or acts of violence. Avoid making counter-threats to or humiliating the employee who allegedly threatened violence.
- When deemed necessary, the Police Department should be contacted for assistance. In the event of an emergency, call 911.
- Evaluate the need to remove the employee who allegedly made the threat or committed the act of violence from the workplace.
- If a City employee makes a threat and presents a danger by their presence on the job, the employee shall be required to leave the workplace immediately. The department head shall subsequently determine the pay status of the employee.
- Supervisors and/or department heads will immediately contact the Personnel Officer for assistance on appropriate action to take before the employee can return to work, or to seek guidance for conducting an investigation.

Responsibilities of Employees

1. Every employee is responsible for compliance with this policy, and to report any and all acts or threats of violence immediately to their supervisor without fear of retaliation. The report of an act or threat of violence should include at the minimum the five "W's, as referenced in the investigation Section.
2. In the event and employee obtains a restraining order against another person, the employee is encouraged to report this information to the department head to ensure a safe workplace. A description of the individual (photograph if available) whom the restraining order is filed against should be provided to the department head. Under certain circumstances the City can offer assistance in obtaining a restraining order against persons who are harassing, threatening or stalking employees.

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PRINT NAME: _____

POSITION TITLE: _____

DEPARTMENT: _____

By my signature, I acknowledge that I have received the City of Baldwin Park's Workplace Violence Policy.

Signature

Date

cc: Personnel File