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OBJECTIVE - To establish a procedure that prohibits violence in the workplace.

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## I. EMPLOYEES TO WHOM THIS APPLIES

This policy applies to all employment types including full-time and part-time classified and restricted employees.

## II. DEFINITIONS

**Third Parties** – Individuals who are not County employees, such as relatives, acquaintances, or strangers.

**Weapon** – Weapon includes, but is not limited to, rifle, shotgun, pistol, revolver, or any weapon designated or intended to propel a missile of any kind, switchblade knife, bowie knife, any knife with a blade longer than 4”, straight razor, metal knuckles, blackjack or similar object.

**Workplace** – Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

**Workplace Violence** – Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

## III. PROHIBITED ACTIONS

Prohibited conduct includes, but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to another person;
- engaging in behavior that subjects another individual to extreme emotional distress;
- possessing, brandishing, or using a weapon that is not required by the individual’s position while on County premises or engaged in County business;
- intentionally damaging property;
- threatening to injure an individual or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee who, in good faith, reports a violation of this policy.

*Note: Employees may be authorized by their departments to possess weapons in the workplace if they are required as a part of employees’ job duties with the County.*

## IV. POLICY VIOLATIONS

Employees violating this policy will be subject to disciplinary action under the *Standards of Conduct*, up to and including termination, based on the situation. Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action, up to and including dismissal. In these situations, the department head must demonstrate in writing that the violent conduct committed has an adverse impact on the employee’s ability to perform the assigned duties and responsibilities or that it undermines the effectiveness of the department’s activities.

## **VI. RESPONSIBILITIES**

**Human Resources will:**

- **provide periodic training for department heads in workplace violence prevention and management,**
- **provide periodic training for department supervisors and employees on workplace violence, and**
- **assist departments with development of their workplace violence programs and plans.**