

Workplace Violence and Threats Prevention Policy

City of New London

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Sources: CVMIC

GENERAL:

The City of New London is committed to providing a safe and secure working environment for our employees and customers. Therefore, the City of New London **will not** tolerate any harassment, intimidation, violent act, or threat of violence against any employee, visitor or vendor. This includes any direct, conditional or implied threat, intentional act, or other conduct, which reasonably arouses fear, hostility, intimidation, or the apprehension of harm. The City of New London will take immediate action in responding to all instances of violence and threats of violence, which occur on our premises or in the performance of official business outside of the premises.

WEAPONS:

Patrons and employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on city business, and do not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds or lands used as a parking facility, as well as city parks (this restriction does not apply to employees who use city provided vehicles). Law enforcement officers employed by the City Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

Patrons and employees are prohibited from carrying a concealed or unconcealed weapon in a law enforcement facility, jail, secure mental health facility as defined by state law, courthouse (including areas used as municipal courts while in session) and anywhere beyond the security checkpoint at an airport.

Patrons and employees who carry authorized, concealed or unconcealed weapons or display intimidating, threatening and/or violent behavior will be held accountable under City policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All City managers and employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Violence is defined as any direct, conditional or implied threat, intentional act or other conduct which reasonably arouses fear, hostility, intimidation or the apprehension of harm in its target or witnesses, regardless of the location of such acts. Workplace violence includes vandalism or the destruction of property at the worksite belonging to an employee, citizen, vendor or the City. The City property includes all items owned or leased. Weapons include any item which, in the manner it is used or intended to be used is likely to produce death, physical injury or property damage.

Workplace violence and prohibited conduct include intimidations or threats, which is an implication or expression of intent to inflict physical or emotional harm and/or actions that a reasonable person would perceive as a threat to personal safety or property. Examples include, but are not limited to:

- Non-verbal threats (i.e. glaring, staring with intent to intimidate, or insulting gestures).
- Verbal abuse or harassment acts or language intended to scare, menace or intimidate.
- Physical attacks; any unwanted contact such as hitting, fighting, pushing, or throwing objects.
- Mail, facsimile, messages, phone calls, texts, e-mail or any correspondence deemed by a reasonable person to be intimidating, threatening or coercing.
- Intimidating, stalking or coercing fellow employees on or off premises at any time, for any purpose, that in the employer's judgment affects the interest of the City.

RESPONSIBILITIES:

1. Employer Responsibilities
 - a. The City will provide a posted notice prohibiting firearms. The posted notice will be at least 5 inches by 7 inches, and will notify individuals not to enter or remain in a part of the building with a firearm (or a particular type of firearm), and will be prominently posted in a place near all of the entrances to the part(s) of buildings to which the restriction applies and any individual entering the building can be reasonably expected to see the sign.
2. Employee Responsibilities – all employees have a responsibility for fostering and maintaining a safe and secure workplace. All employees are also expected to adhere to specific security and safety procedures as adopted as City policy.
 - a. All City employees have a responsibility to notify the police department of the presence of a concealed or unconcealed weapon.
 - b. All City employees have a responsibility to notify their immediate supervisor, or in the absence of their supervisor, another supervisor, of any intimidating or threatening behavior that they witness, receive or have been told that another person has witnessed or received. The notified supervisor shall make a determination whether to contact the police department.
 - c. Employee involvement entails understanding and complying with the prevention program and security measures.

3. Management Responsibilities

- a. All supervisors have a responsibility to review this policy with new employees and periodically review this policy with all employees within their department. Additionally, they are responsible for maintaining a working environment that is as safe as possible for City employees.
- b. If information received determines there may be potential for a threatening or violent situation, it is the supervisor's responsibility to immediately notify the Police Department, as well as the City Administrator and Human Resources. Supervisors are required to maintain a written record that documents the incident until such time as that information is turned over to the Police Department.

CONSEQUENCES:

Appropriate disciplinary, administrative or criminal action shall be taken against any person who violates the General or Weapons provisions of this policy described above. Disciplinary action will depend on the circumstances, and may include removal from the premises and termination of employment.

Any person who engages in an act of violence or alleged act of violence in a City of New London facility will be removed from the facility, and may be banned from entering any City of New London facility until an investigation is completed.

IN THE EVENT OF AN INCIDENT:

Employees are to:

- 1) Immediately remove yourself from the threat.
- 2) Obtain emergency police intervention or medical response if required.
- 3) Notify your supervisor if you are a victim of, or a witness to an act of violence or other violation of this policy.
- 4) Document the assault/threat **in writing** as soon as possible after the incident occurs.
- 5) If you are the victim of a workplace violence injury, complete and forward to your supervisor within 24 hours an ***Employee Occupational Injury and Illness Report***.
Note: The supervisor should complete this form if the employee cannot do so for medical reasons.
- 6) Cooperate with any subsequent investigation of the workplace violence incident(s).

Supervisor Responsibilities:

- 1) Remove all employees from the threat of violence.
- 2) Obtain emergency police intervention or medical response if required.
- 3) Immediately notify your Department Head and the City Administrator.
- 4) Obtain written statements from witnesses once the situation has been brought under control.
- 5) Complete an ***Assault/Threat Report*** and forward the completed form and witness statements to your Department Head, City Administrator and the Police Chief ***within 24 hours*** of the occurrence.

- 6) Assist in, or cooperate with, subsequent investigations of workplace violence incidents.
- 7) Assist in identifying potentially dangerous situations and the development of procedures to address those situations.

Administration Steps (Safety Oversight Committee and Department Heads)

- 1) Review the accident report and injury report promptly.
- 2) Advise employee of assistance available.
- 3) Advise supervisors/department heads on disciplinary actions and procedures.
- 4) Ensure that employees are aware of the policy on Workplace Violence.
- 5) Identify additional measures that can be taken to reduce workplace violence.
- 6) Participate in any investigations.
- 7) Turn in all files regarding workplace violence incidents to the Human Resource Coordinator for retention.

EMPLOYEE ASSISTANCE PROGRAM:

When information about intimidating, threatening or violent behavior is made known to the City Administrator, the Administrator will take appropriate steps to initially assess the level of risk and try to prevent harm from occurring or reoccurring. The Administrator will consult with the appropriate employee(s), supervisor(s), and department head(s) and may need to release confidential information as defined in the statement of confidentiality of the EAP policy. The Administrator will offer assistance in finding aftercare services to employees involved in an incident of workplace violence. This may include one-on-one counseling, critical incident stress debriefings and/or other forms of assistance as deemed necessary and requested by the employee.

TRAINING:

Training and education will be provided for employees and supervisors to increase awareness about workplace violence. This training will include information to help current employees understand what workplace violence is and how injuries can be prevented.

ORDERS OF PROTECTION OR RESTRAINT:

If an employee obtains court-ordered protection that extends to the workplace from any other individual, the employee is **required** to notify his/her supervisor immediately.

COMMUNICATIONS:

Copies of this policy and the attached Assault/Threat Report shall be distributed to all current and future employees.

Only the City Administrator shall release public information regarding any incident or alleged incident of workplace violence involving an employee, or occurring in a City of New London facility.

When you are finished reading this policy, please acknowledge below.

I have read, understand, and agree to comply with the City of New London's Policy on Workplace Violence and Threats Prevention.

I have also received a copy of this policy for my records.

Full Name (Print)

Date

Signature