



ADMINISTRATIVE POLICY

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Jurisdiction: Meet & Confer

VIOLENCE IN THE WORK PLACE

I. Purpose

The purpose of this policy is to set guidelines and procedures for preventing and responding to situations in the workplace that may pose a threat of violence to City employees. A Violence Assessment Team has been established to help to respond appropriately to incidents of violence when they occur.

II. Policy

The City of Capitola is committed to providing a safe workplace free from acts and/or threats of violence. Violence and/or threats of violence in the workplace are unacceptable. All reasonable attempts should be made to avoid and deter violent behavior among City employees and to protect City employees from acts and/or threats of violence from other City employees or the public.

Acts of violence or threats of violence by City employees will subject to disciplinary action, up to and including termination. Employees should report any person (e.g., employee, vendor or visitor) who threatens, attempts, or commits an act of violence against them or a co-worker by following the procedures set forth in this Policy. Reports are to be made to the employee's supervisor or department head. The department head or supervisor should report the incident and identify the individual(s) involved to the Violence Assessment Team as soon as possible. Any violent acts or imminent threats of violence should be reported to the Capitola Police Department. The City reserves the right to request an evaluation of employees by a mental health professional to determine fitness for duty.

III. Definitions

<u>Term</u>	<u>Definition</u>
Off-the-Job Incidents	Violent incidents or threats that occur away from the workplace or during non-work hours.
On-the-Job Incidents	Violent incidents or threats that occur on the job, whether before, during or after work hours.
Public	Any non-City employee(s) (vendor, citizen, contractor, merchant etc.).
Threat	An expression of intention to hurt, punish, intimidate etc. Threats of violence include threats against people or property.

Violence Assessment Team

Director of Finance, the City Manager, Police Chief, and the City Attorney.

Violence

Intentional physical force used so as to cause injury or mental or emotional harm.

Weapon

Gun, knife or other instrument designed or used to commit violence, inflict bodily harm or destroy property.

IV. Guidelines and Procedures

Guidelines for Code of Conduct:

Any employee, who threatens, attempts or commits a violent act against another City employee(s) or any person on City time or City property will be subject to disciplinary action up to and including termination.

Any member of the public, who threatens, attempts or commits a violent act against a City employee (paid or unpaid) or City property will be reported to the Capitola Police Department for appropriate action.

Procedures for Reporting Incidents of Violence:

Employees should immediately report any person (e.g., employee, vendor or visitor) who threatens, attempts or commits an act of violence against them or a co-worker. Reports are to be made to the employee's supervisor or department head. If the situation requires immediate assistance from an officer, situation permitting, call the police department immediately or if in City Hall Administration, utilize the Emergency Buzzer located under the receptionists desk nearest the telephone system. This will ring in the Police Department who will then immediately respond. The department head or supervisor should report the incident and identify the individual(s) involved to the Violence Assessment Team as soon as possible. In addition, any committed act of violence should be reported to the Capitola Police Department to address potential criminal conduct and to file a police report.

Employees should immediately report any unauthorized person suspected of, or known to be, carrying, transferring or selling a weapon on City property. This report is to be made to the immediate supervisor, department head and/or a member of the Violence Assessment Team.

Upon receiving a report from the department, the Violence Assessment Team will immediately evaluate the report and assist the supervisor or department head with the investigation of the incident, determine the appropriate course of action and follow up to ensure that appropriate action has been taken.

Following the incident, the department head or supervisor will provide the Violence Assessment Team with a written report of actions taken in response to a threat or violent act for inclusion in the Violence Assessment Team case file. The report is to be filed within 10 working days of the

incident.

To assure timely response to departmental reports, Violence Assessment Team members will be available on a priority basis.

To contact the Violence Assessment Team, call the Police Chief Administrative Assistant or call a member of the Team directly. A Violence Assessment Team member will return your call immediately.

V. **Organizational Responsibilities**

Employee Responsibility:

All employees are expected to refrain from acts or threats of violence. Employees are required to report threats or incidents of violence to their supervisor or other appropriate channels. All employees are expected to follow this policy. If the department head or supervisor fails to respond, the employee may contact the Violence Assessment Team directly.

Departmental Responsibility:

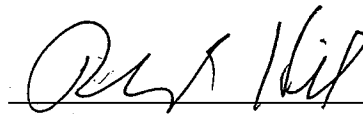
The supervisor and the department head are required to take all threats or acts of violence seriously and to assess the immediacy of the threat. If the threat presents an immediate danger, the department head or supervisor shall take reasonable actions to safeguard employees, call 911 for immediate support and notify the Violence Assessment Team. If the threat does not pose an immediate danger, the supervisor should consult the department head and the Violence Assessment Team to determine the appropriate course of action.

Violence Assessment Team Responsibility:

The Violence Assessment Team is responsible for providing advice and support when departments are addressing potential threats of violent behavior. The Violence Assessment Team is responsible for supporting departments in evaluating, responding to and managing individual threats or actual acts of violence.

In the event of a verbal or physical threat, the Violence Assessment Team assesses the severity of the incident, and in conjunction with the department head/supervisor, plans a course of action based on workplace violence criteria. The Violence Assessment Team may recommend to a department that an employee be referred for a fitness-for-duty evaluation. The Violence Assessment Team will monitor return-to-work and follow-up with the employee and provide support and consultation to victim(s) and to the organization when an incident has occurred. The Violence Assessment Team may recommend a variety of disposition options to respond to threatening or violent situation(s).

This policy is approved and authorized by:



Richard Hill
City Manager