

Section Name: Employee Relations Effective Date: November 25, 1997
Section Number: 400 Date of Revision: October 2, 2017
Policy Number: 24
Page: 1 of 4

Subject: Workplace Violence Policy

1. Purpose: The City of Monroe is committed to providing a work environment for employees that is free from threats and acts of violence.

2. Definitions:

2.1 Act of Violence is defined as an intentional, reckless, or grossly negligent act that would reasonably be expected to cause physical injury or death to a person.

2.2 Threat of Violence is defined as any intentional communication or other act that threatens an act of violence and would cause a reasonable person to feel terrorized, threatened, or fear physical injury or death to oneself or another person. Any threat of violence, whether verbal, written, visual, or by gesture, will be presumed to be an expression of intent to do harm to another person.

2.3 Workplace is defined as any area in which employees are assigned to work, including, but not limited to, any City program or activity, e.g., construction site, parks/grounds areas, facilities and streets, field work areas, an office or building owned or leased by the City. It also includes any City-owned or leased common grounds or parking areas used by employees assigned to or working in the office or building.

2.4 Dangerous Weapon is any form of weapon or explosive device restricted under local, state or federal regulation. This includes firearms, knives or other weapons covered by law (legal chemical dispensing devices, such as pepper sprays that are sold commercially for personal protection, are not covered by this policy). Questions regarding whether an item is covered by this policy should be directed to the Human Resources Department or the City Manager. Employees are responsible for making sure that any potentially covered item in their possession is not prohibited by this policy.

3. Statement of Policy:

3.1 All employees shall conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

- 3.2 A threat or act of violence that occurs in the workplace or is work related is strictly prohibited. Any employee who is subjected to or is aware that another employee is being subjected to an act of workplace or work-related violence or a threat of imminent violence shall immediately take appropriate measures to ensure his or her personal safety. The employee shall then promptly report the incident to appropriate law enforcement personnel and his/her supervisor.
- 3.3 Non-imminent acts or threats of violence shall be promptly reported to the employee's supervisor. If the employee's supervisor is the individual engaging in violence or making a violent threat, the employee shall promptly report the incident to the Human Resources Director or City Manager.
- 3.4 Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the City premises shall be removed from the property by law enforcement as quickly as safety permits, and may be asked to remain away from the City premises pending the outcome of an investigation into the incident.
- 3.5 All reports of an act of violence or a threat of workplace or work-related violence will be investigated and appropriately addressed. The City shall take reasonable actions to protect employees when a credible report of a violent act or threat of violence is received. This response may include, but is not limited to, evaluation by the City's Employee Assistance professionals and/or other professional consultants or advisors, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.
- 3.6 No employee (including temporary or part-time), visitors on City property, customers and/or contractors, excluding law enforcement personnel, is permitted to bring any dangerous weapon into the workplace, onto the City's property, within City vehicles or to have a weapon in their possession at any time in the course of his or her employment, except as may be expressly permitted by law.
- 3.7 Employees who apply for or obtain a protective or restraining order which lists the City's property or City's facilities as being protected areas must provide this information to his or her Department Head and Human Resources. The Human Resources Director shall report this information to the Monroe City Police.
- 3.8 Employees shall not sabotage, cause malicious destruction to or damage City property, records, resources, work products, electronic files, or the property of another employee.

- 3.9 No person shall be retaliated against for having made a good faith report or complaint of an incident or threat of violence in the workplace.
- 3.10 Employees violating this policy may be subject to disciplinary action, up to and including termination of employment. Non-employees engaged in violent acts on the City's premises shall be reported to law enforcement.
- 3.11 Threats of violent acts or violent acts by employees occurring outside the workplace but which impact the workplace may also be grounds for disciplinary action, up to and including termination.
4. Application: This policy shall apply to all employees (including full-time, temporary or part-time), visitors, customers and/or contractors as referenced in this policy.
5. Responsibility: The City Manager and/or his/her designee shall be responsible for implementing and overseeing this policy.
6. Administrative Procedures:
 - 6.1 All employees will be given a copy of this policy which includes an explanation of how it is to be implemented, how to report incidents of violence, what to do if the employee is threatened, and/or if an incident of violence actually takes place. This policy will be reviewed with new employees during orientation.
 - 6.2 If an employee feels that he/she or another person is threatened and in danger of imminent bodily harm, the employee should attempt to immediately leave the scene, if it can be done safely. The employee shall then promptly report the incident to appropriate law enforcement personnel and his/her supervisor. The supervisor shall immediately notify the City Manager and/or Human Resources Director of the incident.
 - 6.3 If the City receives information regarding an alleged threat or act of violence, receives a threat of violence, or has a reasonable suspicion that an employee may have transported a dangerous weapon or explosive on City property without authorization, the City or other appropriate authority may conduct a search of desks, lockers, and any other storage space located on City property as part of the City's efforts to investigate and appropriately address the situation.
 - 6.4 In serious incidents in which a threat or injury occurs, appropriate emergency responders, such as public safety (police/fire) and/or ambulance personnel, must be notified immediately. As necessitated by the seriousness of the incident, the City Manager and the Human

Resources Director may assemble a Crisis Management Team to establish the protocol to be followed in the aftermath of a violent incident.

6.5 The Crisis Management Team may consist of the City Manager, the Human Resources Director, the Chief of Police, Legal Counsel, and others as deemed necessary. The Crisis Management Team is responsible for the following:

- evaluating the potential for additional violence or other related issues;
- assessing an employee's fitness for duty (through medical and/or mental health professionals);
- establishing a plan for the protection of employees and other potential targets;
- coordinating with victims, families, employees, media, and law enforcement personnel; and
- referring victims for appropriate assistance, including counseling

Where the Crisis Management Team cannot be promptly convened, the City Manager and the Human Resources Director may act for the Team. Their actions will be reported to the full Team as soon as practical.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, November 25, 1997.

Revised pursuant to action of the Monroe City Council, dated October 2, 2017.