



CITY OF FORT BRAGG

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DATE: June 27, 2005
TO: All City Employees
FROM: Teresia Haase, Human Resources Analyst
SUBJECT: **Violence in the Workplace Policy**

The City of Fort Bragg Violence in the Workplace Policy, found in Section 26.2-3 of the Personnel Rules and Regulations, reads as follows:

26.2. Violence in the Workplace Policy

- 26.2.1. Acts of violence, whether threatened, gestured, or carried out will not be tolerated in a City workplace. Anyone witnessing or becoming the subject or victim of such behavior shall immediately report it to the proper authorities for investigation. Minimizing the threat of violence is a duty of all employees to ensure a safe workplace.
- 26.2.2. It is the responsibility of all employees to notify a supervisor, the Human Resources Office, or the City Manager immediately of any violent act or a threat, or if a violent act or threat against themselves or any other City employee occurs in the workplace or is directly associated with their employment with the City. Notification may be made to any of these persons as appropriate and shall be as soon as practicable. Retaliation or the threat of retaliation against a person who reports such an incident is unlawful and shall not be tolerated.
- 26.2.3. City employees shall not possess the following instruments at a City worksite or on City property, including City parking lots, unless there is a work-related purpose and written approval has been obtained from the employee's department manager:
- (1) Firearms;
 - (2) Explosives or ammunition;
 - (3) Fixed blade knives;
 - (4) Folding knives with blades over 3.5 inches;
 - (5) Illegal weapons such as defined in Section 12020 of the California Penal Code.

26.2.4. The City shall take appropriate disciplinary action, up to and including termination of employment, against employees who violate this policy.

26.2.5. On a case by case basis, or as needed, the City will offer incident-related counseling services through the City's Employee Assistance Program (EAP), or any other resource or program made available by the City, to employees who are the victims of violence or are subjects of threats of violence or intimidation at the workplace. The City administration will work with public safety, the courts and other authorities necessary to assure employee safety.

26.3. Procedures - Imminent or Actual Violent Acts

26.3.1. Employee Responsibilities. An employee who is in immediate apparent danger of a violent act, or another employee who witnesses a violent act or the threat of a violent act shall, whenever possible:

- (1) Place themselves in a safe location.
- (2) Call 911 and request the immediate response of a police officer. Be prepared to inform the police dispatcher of the circumstances and exact location of where an officer is needed.
- (3) Inform a supervisor or manager of the circumstances.
- (4) Refer media inquiries to the City Manager's Office.
- (5) Cooperate fully in any administrative or criminal investigation which shall be conducted within this policy and the laws.

26.3.2. Supervisor/Manager Responsibilities:

- (1) Place themselves in a safe location.
- (2) A supervisor or manager who is informed of a violent act or the threat of a violent act shall whenever possible ensure the immediate safety of employees and the worksite by calling 911, and notify the department manager and Human Resources Office.
- (3) If feasible, the supervisor/manager shall have the involved individuals wait in separate rooms or locations until the police take control or remove them from the premises.
- (4) In consultation with the City Manager, determine if it is appropriate to obtain a restraining order or other appropriate injunctive and/or other legal and/or equitable relief.
- (5) Reassign/relocate personnel or job duties, if required.
- (6) Terminate any business relationship.

- (7) Any other action deemed by the City to be necessary or required under the circumstances.
- (8) Supervisors shall obtain basic information from the employee and provide this to responding police personnel.
- (9) Refer media inquiries to the City Manager's Office.

26.3.3. Procedures – Future Violence:

- (1) Employees who have reason to believe they, or another City employee, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the City, shall inform their supervisor immediately so appropriate action may be taken. The supervisor shall inform his/her department manager.
- (2) Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor and the Human Resources Office.

26.3.4. Post-Incident Review:

- (1) The City Manager's Office, the Human Resources Office and the affected department may conduct a post-incident review and use the review to evaluate this policy and procedure.
- (2) The City may determine what continuing support systems are needed and oversee post-incident activities.