

# Personnel Policy Bulletin

Lancaster County

Number: 2002-1

Date: April, 2002

<b>Reference:</b>	<b>Title:</b>
	WORKPLACE VIOLENCE PREVENTION POLICY

- I. Policy Statement.** It is the policy of Lancaster County to promote and maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Lancaster County will not tolerate such behavior committed by or against County employees or members of the public on County owned or leased property or while conducting County business. All reports of workplace violence will be taken seriously and will be investigated appropriately. Corrective action will be taken as warranted by the facts.
- II. Scope.** This policy applies to all threats or acts of violence committed by or against County employees on County owned or leased property or while conducting County business. This policy may not apply with respect to incidents involving law enforcement officials, security guards, correctional and detention officers, mental health technicians, health care professionals or other county employees, who are acting in the course of their duties and, due to the nature of their positions, are at times confronted with violent behavior or are required to exercise reasonable force pursuant to their department's operating procedures and all applicable State and Federal laws.
- III. Examples of Prohibited Conduct.** Workplace violence may include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Specific examples of conduct that may be considered workplace violence prohibited under this policy, may include but are not limited to, the following:
- \* Hitting, shoving or otherwise physically assaulting an individual.
  - \* Stalking an individual.
  - \* Throwing objects or pounding on a desk, wall or door, in a manner that would be reasonably perceived as being threatening.
  - \* Threatening to harm an individual or his/her family, friends, associates or their property.
  - \* Intentional destruction or threat of destruction of property owned, operated, or controlled by Lancaster County.
  - \* Making/sending harassing or threatening telephone calls, letters, faxes or other forms of written or electronic communications.
  - \* Unauthorized possession or inappropriate use of firearms, weapons, ammunition, explosives or any other dangerous devices on County owned or leased property, County vehicles, or in any personal vehicle which is being used for County business.
  - \* Attempting to coerce an employee to do wrongful acts that would affect the interests of the County.
- IV. Reporting Requirements.** All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, members of the public, contractors, customers and acquaintances. Employees should include safety as among their highest concerns, and are encouraged to report all acts of violence and threats of violence which they have experienced or witnessed. Employees are encouraged to report to their

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supervisors situations that occur outside of the workplace which may affect workplace safety, i.e. instances where protection orders have been issued, etc.

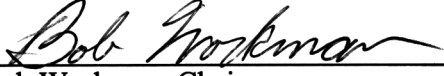
Employees who believe they have experienced or witnessed workplace violence, are encouraged to immediately report such behavior to his/her supervisor, Department Head, the City-County Personnel Director, or other person of authority. In emergency situations in which serious injury occurs, emergency responders such as Police, Sheriff, Fire or Ambulance personnel should be immediately notified.

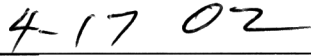
Department Management, with the assistance of the Personnel Director and, if appropriate, in conjunction with law enforcement authorities, shall assess and investigate the incident and determine the appropriate action to be taken. If law enforcement is involved, the investigation shall be conducted in such a manner that does not interfere with the law enforcement investigation.

- V. **Employee Assistance Program.** The employee assistance program is available to assist employees and departments in coping with the effects of a workplace violence incident. Employees who have committed or threatened to commit an act of workplace violence may be referred to the employee assistance program for assistance.
- VI. **Sanctions.** Employees who violate any provision of this policy may be subject to appropriate disciplinary action up to and including dismissal from employment. Employees and non-employees who commit or threaten to commit an act of violence in violation of this policy may be subject to criminal penalties and/or asked to leave County property if warranted by the facts.
- VII. **Retaliation.** This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy or is a witness in an investigation involving a violation of this policy.

  
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Georgia Glass, Personnel Director

  
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Date

  
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Bob Workman, Chairman  
Board of County Commissioners

  
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Date