

Human Resources Policy Bulletin

Lancaster County

Number: 2023-5

Date: September, 2023

Reference:	Title:
This policy supersedes Personnel Policy Bulletin 2002-1 – Workplace Violence Prevention Policy	Workplace Violence Prevention Policy

I. POLICY

Lancaster County is committed to promoting and maintaining a safe work environment, free from violence, threats of violence, harassment, intimidation, or other disruptive behavior. Lancaster County will not tolerate such behavior committed by or against County employees or individuals on County owned or leased property or while conducting County business.

II. SCOPE/PROVISIONS

- A. This policy applies to all threats or acts of violence committed by or against County employees, or County owned or leased property, or while conducting County business. Workplace violence does not include reasonable force in the defense of oneself or others, pursuant to department operating procedures and all applicable State and Federal laws.
- B. 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 include, but are not limited to, the following:
 - 1) Hitting, shoving, or physically assaulting an individual.
 - 2) Stalking an individual.
 - 3) Throwing objects or striking objects, including, but not limited to a desk, wall, or door, in a manner that would be reasonably perceived as being threatening.
 - 4) Threatening to harm an individual or their family, friends, associates, or their property.
 - 5) Intentional destruction or threat of destruction of property owned, operated, or controlled by Lancaster County, or individuals.
 - 6) Making or sending harassing or threatening communications, including but not limited to telephone calls, texts, emails, and social media posts. .
 - 7) Coercing, or attempting to coerce, an individual into acts of workplace violence that may affect the interests of the County.

III. PROCEDURES

- A. Employees who believe they have experienced or witnessed workplace violence, are encouraged to immediately report such behavior to their supervisor, manager, Department Head, Human Resources, Administration or law enforcement. In emergency situations in which serious injury occurs, or could occur, emergency responders such as Police, Sheriff, Fire or Ambulance personnel should be immediately notified.

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- B. Employees should report situations that occur outside of the workplace which may affect workplace safety, including, but not limited to: stalking, protection/restraining orders, should be reported to their supervisor, manager, Department Head, Human Resources, or law enforcement
- C. The County prohibits retaliation against any employee who reports a violation or an alleged violation of this policy or is a witness in a workplace violence investigation.
- D. The Human Resources Director, with the cooperation of the Department and, if appropriate, law enforcement, shall investigate the incident and determine appropriate action.
1. If law enforcement is involved, the internal investigation shall be conducted in such a manner that does not interfere with the law enforcement investigation.
 2. Employees are required to participate in workplace investigations and provide information regarding alleged incidents of workplace violence.

IV. EXCEPTIONS

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 job responsibilities and in accordance with department policies.

V. ACCOUNTABILITY


Violations of this policy may be subject to disciplinary action, up to and including termination, at the discretion of the Department Head:-




Barb McIntyre, Personnel Director



Date



Christa Yoakum, Chairperson
Board of County Commissioners



Date