

CITY OF BIG BEAR LAKE

VIOLENCE AND THREATS IN THE WORKPLACE POLICY

Policy

Threats, intimidation, or violent behavior implied or actual will not be tolerated. All threats shall be taken seriously. Threats will not be dismissed as harmless joking, or "just blowing off steam."

If any employee violates this Policy, all instances or occasions shall be:

- Reported by any witnessing employees;
- Investigated immediately, recognizing and considering the rights to self-expression and confidentiality, as well as the duty to provide a violence-free workplace; and
- Resolved by appropriate means, employing disciplinary measures if appropriate.

If an employee observes a non-employee behaving in a threatening or violent manner, the employee shall:

- Call 911, if necessary and appropriate and/or;
- Report the threat or incident to a Supervisor/Manager or the Human Resources Manager, or the City Manager.

Application

The City will take preventative, corrective, and disciplinary action for any behavior that violates this policy. Disciplinary action up to and including termination will be imposed for inappropriate behavior. The protections and prohibitions of this policy apply to all elected officials, City Council appointed officials, managers, and employees of the City, including persons working under contract for the City. While elected and City Council appointed officials are not subject to employee discipline under this policy, they are subject to other sanctions permitted by law.

Examples

Conducts that may be considered "threats" or acts of violence prohibited under this policy include, but are not limited to the following:

- Hitting or shoving an individual;
- Threatening to harm an individual or his/her family, friends, associates or their property;
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of Big Bear Lake or its employees;
- Making harassing or threatening telephone calls, letters, or other forms of oral, written, or electronic communications;

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- Intimidating or attempting to coerce others to do wrongful acts;
- Harassing surveillance, also known as "stalking" (the willful, malicious and repeated following of another person), and making a threat with intent to place the other person in reasonable fear of his or her safety; and or
- Making a suggestion or otherwise suggesting that an act to injure persons or property is appropriate, acceptable, or necessary.

Procedure

When a threat occurs:

If there is:

Immediate physical danger to any employee, member of the public, or property

→ *Then:*

→ Call 911, then report to a Supervisor/Manager, the Human Resources Manager, or the City Manager

An allegation that someone is making threats or is intimidating

→ Promptly notify a Supervisor/Manager, the Human Resources Manager, or the City Manager

A confrontation with a threatening employee

→ Do not make counter-threats or humiliate the employee who is threatening violence. Do attempt to defuse the situation and inform the employee of the inappropriate nature of the threat, if it can be done without risk.

Promptly notify a Supervisor/Manager, the Human Resources Manager, or the City Manager. If the alleged behavior involves one of the Managers listed above, the employee should notify the next highest-level manager. If the alleged behavior involves the city Manager, the employee should notify the Mayor.

Conducting an Investigation

The investigation shall be conducted by the Human Resources Manager or City Manager

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designee.

▪ **Steps of the Investigation**

- 1) The reporting person will be assured that:
 - a. Reporting the incident was the appropriate action; and
 - b. An investigation will be conducted thoroughly and promptly.
- 2) An interview of other witnesses, if necessary, will be conducted as soon as possible, obtaining written statements, if possible, or voice recordings.
- 3) An interview with the alleged perpetrator will be conducted.

Dissemination of Policy

All employees shall be sent copies of this Policy upon adoption. All new hires will receive a copy of this Policy as part of their orientation by the Human Resources Division. All employees shall sign that they have received and read this policy. This Policy will also be posted at all worksites and be sent to each City employee association.

Training

Employees will be offered and encouraged, and in some cases required to attend educational sessions and training workshops. Materials on violence in the workplace are available in the Human Resources Division.

CONTACT THE HUMAN RESOURCES DIVISION WITH ANY QUESTIONS OR REQUESTS FOR ASSISTANCE.

ADOPTDED BY CITY COUNCIL:

Date: August 27, 2001