

COUNTY OF IMPERIAL VIOLENCE IN THE WORKPLACE POLICY



OBJECTIVE:

The County of Imperial is committed to maintaining a safe work environment that is free of violence and the threat of violence.

POLICY:

The County of Imperial strictly prohibits conduct, whether direct or indirect, that compromises the safety and right to be free from workplace violence of any employee or member of the public. This policy requires that all employees conduct themselves in a professional and courteous manner at all times in conformity with non-violence principles and standards. This policy regulates the conduct of all individuals while on County premises and it also governs employees while off County premises when the conduct is performed in connection with any County business.

For purposes of this policy, workplace violence is defined as: "any act or series of actions, in any form, which may constitute assault, battery, bullying, harassment, intimidation, stalking or threatening any person or group of people on County premises or off County premises but in relation to the workplace". Workplace violence includes destruction of property and possession of weapons (as defined below) on County premises unless used as part of the job.

DEFINITIONS:

Assault is causing a reasonable fear of unwelcome or aggressive physical contact.

Battery is unwelcome or aggressive physical contact including but not limited to striking, punching, fighting, shoving, restraining, or throwing objects.

Bullying is any unwanted, aggressive behavior, including Cyber bullying, that involves a real or perceived power imbalance that is repeated or has the potential to be repeated, over time and which is intended to undermine, patronize, humiliate, intimidate or demean the recipient.

County Premises include buildings, parking lots, vehicles or other exterior land owned or leased by the County.

Harassment is any unwanted or disturbing conduct that shows hostility toward another person.

Intimidation includes but is not limited to behavior intended to frighten, force coerce, deter or cause distress.

Property Damage is damage to property and includes property owned, leased, or in the custody and control of the County or its employees, clients or visitors.

Stalking involves a pattern of conduct with the intent to follow, alarm, harass or spy on an individual in person and/or through writing, telephone or electronic format over a period of time.

Threatening is the expression of intent to cause physical or mental harm. This includes threats that are direct, indirect, implied, or actual, from any person, and directed toward any person, without regard to whether the person making the threat has the present ability to carry out the threat.

Approved: April 14, 2015

Weapons are any objects that may be used to intimidate, attack, or injure another person or to damage property, including, but not limited to any firearm, knives (with blade length in excess of four inches), taser or stun gun, BB or pellet gun, spot marker gun or paint gun, or other deadly weapon as defined in Penal Code 171b.

REPORTING PROCEDURES:

Any incident of actual violence and any direct or indirect threat of violence should be reported immediately to a supervisor, security personnel or to the Human Resources and Risk Management Department.

All crimes will be reported to the appropriate law enforcement authority.

No employee will be subject to retaliation or harassment for reporting or complaining of workplace violence in accordance with this policy.

RESTRAINING ORDERS:

All individuals who apply for and obtain a protective or restraining order which lists County locations as being protected areas, must provide a copy of the restraining order to the Human Resources and Risk Management Department.

INVESTIGATION PROCEDURES:

Each report of violence or threat of violence will be promptly evaluated and investigated by the Human Resources and Risk Management Department, or his or her designee, to determine necessary actions.

DISCIPLINE:

Violations of this policy will be subject to appropriate disciplinary action up to and including termination, as well as potential criminal prosecution as determined by the appropriate law enforcement authority.

CONFIDENTIALITY:

Information about an incident or threat will be disclosed on a need to know basis only, so that a fair and thorough investigation can be conducted and/or appropriate corrective action can be taken.