


WORKPLACE VIOLENCE**SECTION 5.19****Effective: October 15, 2015****Approved By: Governing Board** **A. Zero Tolerance.**

The County is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the County enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on County property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

B. Prohibited Acts of Violence.

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on County property.

C. Warning Signs and Risk Factors.

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following:

- (1) hinting or bragging about a knowledge of firearms;
- (2) making intimidating statements such as:
 - “You know what happened in Oklahoma City,”
 - “I’ll get even,” or
 - “You haven’t heard the last from me.”;

- (3) keeping records of other employees the individual believes to have violated departmental policy;
- (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech;
- (5) acting out violently either verbally or physically;
- (6) excessive bitterness by a disgruntled employee or an ex-employee;
- (7) being a “loner,” avoiding all social contact with co-workers;
- (8) having a romantic obsession with a co-worker who does not share that interest;
- (9) history of interpersonal conflict;
- (10) domestic problems, unstable/dysfunctional family; and
- (11) brooding, depressed, strange behavior.