

Policy Statement No. 5-99(P)
TRINITY COUNTY
WORKPLACE VIOLENCE PREVENTION POLICY

I. GOAL

It is the goal of Trinity County to provide an environment free from threats, intimidation, or actual violence to its employees or the citizens served in the course of employment.

II. POLICY STATEMENT

As a part of the county's continuing commitment to workplace safety, the Board of Supervisors, department heads, elected officials, and all other employees of the County of Trinity, are committed to making every effort to ensure that an atmosphere free from actual or threatened violence against any employee(s) or citizens served is established and maintained.

Any acts of violence or threatening conduct, whether directed against another employee of the County or an outside party will not be tolerated. This conduct includes but is not limited to:

- Striking, punching, slapping or otherwise physically assaulting another person;
- Fighting or challenging another person to a fight; grabbing, pinching or touching another person in an unwanted fashion (whether sexually or otherwise);
- Carrying, concealing or being in possession of a firearm or any deadly or dangerous weapon on or within County owned or lease property; except by peace officers acting in their official line of duty;
- Threatening or harming another person in any way, whether verbal, written or physical;
- Any intimidating behavior perceived as a threat, including, but not limited to, yelling, shouting, swearing in anger, throwing things or slamming doors.

Any employee found to have engaged in such unacceptable behavior will be appropriately disciplined pursuant to County Code, Section 2.60.610, *Causes For Discipline*, up to and including termination from employment. In appropriate cases, the County will seek criminal prosecution or cooperation with law enforcement authorities.

No person shall be expected to tolerate violence or the threat of violence on the job. Any person who is the victim of any violent, threatening or harassing conduct, or who observes such conduct, shall report the conduct to his or her immediate supervisor. That supervisor shall initiate investigative procedures immediately including, but not limited to reporting such incidence to the Sheriff's Department.

Appropriate actions will be taken to prevent any further violent conduct or threat of violent conduct from occurring or being repeated. No adverse action will be taken against anyone who brings a good-faith complaint under this policy.

III. RESPONSIBILITIES UNDER THIS POLICY

Board of Supervisors Shall:

The Board of Supervisors shall have the ultimate authority and responsibility for the effective implementation of the provisions of the Trinity County Workplace Violence Prevention Policy.

Department Heads and Risk Manager Shall:

- Be responsible for implementing the Policy;
- Ensure that all managers and supervisors implement and maintain this Workplace Violence Prevention Policy;
- Assess the risk of the workplace violence and take action to mitigate any identified risk;
- Be immediately notified of any threats or acts of violence;
- Ensure that all managers/supervisors are fully informed of all the elements of the Workplace Violence Prevention Policy.
- Ensure reception, front office, security, and other appropriate employees are immediately made aware of description (picture if possible) of the threatening employee, or citizen;
- Ensure that all reports of workplace violence or threats are immediately investigated and the CAO/Risk Manager is provided with a written final investigative report, including the follow-up procedures to be implemented;
- Notify, in writing, the victim and the accused of the outcome of the investigation;
- Conduct ongoing workplace violence risk assessments;
- Supervise, evaluate and document employee behavior and performance in conformance with safe work practices.

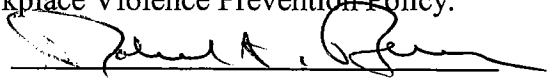
Managers/Supervisors, Mid-level and First Line Employees Shall:

- Implement the Workplace Violence Prevention Policy in all work areas under their authority;
- Conduct ongoing workplace violence risk assessments and report results of assessments to department head;
- Supervise, evaluate and document employee behavior and performance in conformance with safe work practices;
- Receive and assure immediate investigation of any reports of violence or threat of violence;
- Report all threats or violent acts to the department head;
- Develop, assist in the development and implement safe work practices for the control of potential workplace violence;
- Train employees in safe work practices and ensure that they are fully informed of all the elements of the Workplace Violence Prevention Policy;
- Ensure employees follow safe work practices;
- Ensure employee safety and security to the extent possible;
- Notify employees of a potential threat, if deemed appropriate under the circumstances.

Employees Shall:

- Not engage in violent, threatening or intimidating behavior toward any person;
- Not possess or have close at hand any unauthorized weapon during the course of employment with the County;
- Immediately report all threats or incidents of violent behavior to their immediate supervisor;
- Immediately disengage from any act of violence or threatened violence and contact a supervisor;
- Be fully informed of all the elements of the Workplace Violence Prevention Policy.

DATE ADOPTED: 9-21-99



ROBERT A. REISS, Chairman
Trinity County Board of Supervisors