

SECTION 5.18 WORKPLACE VIOLENCE

The safety and security of individuals, employees, citizens, contractors, and the public are of vital importance to Jefferson County Board of Developmental Disabilities *JCBDD). Therefore, threats, threatening behavior, or acts of violence made by an employee or anyone else against another person's life, health, well-being, family, or property will not be tolerated. Employees found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

Employees experiencing violence issues or possibly subject to violence issues off duty should consult with their supervisor or Human Resources so that precautions may be taken in the workplace. Employees must provide copies of civil or criminal protection orders, ("CPO"), to their supervisor or Human Resources.

The word "violence" in this policy shall mean an act or behavior that:

1. is physically assaultive;
2. a reasonable person would perceive as obsessive (e.g., intensely focused on a grudge, grievance, or romantic interest in another person and likely to result in harm or threats of harm to persons or property);
3. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of another;
4. would be interpreted by a reasonable person as carrying a potential for physical harm to the person;
5. a reasonable person would perceive as intimidating or menacing;
6. involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
7. consists of a communicated or reasonably perceived threat to destroy property.

The Employer prohibits the following:

1. any act or threat of violence by an employee against another person's life, health, well-being, or property;
2. any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
3. any act or threat of violence which endangers the safety of employees, citizens, contractors, or the general public;
4. any act or threat of violence made directly or indirectly by words, gestures, or symbols; and

5. use or possession of a weapon on County property, on an Employer controlled site, or an area that is associated with County employment. (This provision does not apply to law enforcement officers.)

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on JCBDD property as described herein shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation.

In accordance with this policy, all employees must report, any behavior that compromises the JCBDD ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior that they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on a JCBDD-controlled site, or is associated with JCBDD employment.

All incidences of suspected or potential violence should be reported to the employee's immediate supervisor and the Human Resources Coordinator. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem." Do not wait until it is too late to be proactive.

All employees who apply for, obtain, or are the subject of a restraining order that lists department locations as being protected areas, must provide Human Resources with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent.