



Mayor Scott Higgins

8/18/11

Date

CITY OF CAMAS WORKPLACE VIOLENCE PREVENTION POLICY

The City of Camas is committed to providing a safe workplace for its employees, guests, contractors, vendors and the public. Therefore, in an effort to help prevent or reduce the possibility of violence here in our workplace and on City premises, the City of Camas has implemented this policy on workplace violence for our employees.

Workplace Violence Prohibition. The City of Camas strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace and on City premises, or otherwise related to employment:

- a. Bullying or threatening injury or damage against a person or property
- b. Fighting or threatening to fight with another person
- c. Threatening to use, or in the possession, custody, storage, or control of a weapon (such as firearm, knife, explosives, dangerous chemicals, or an instrument or device of any kind which may be used to inflict bodily harm or injury, or to establish fear simply due to its presence on the scene) on City premises unless the person is engaged in official law enforcement business, the item is considered a work tool to be used in official duties for the City, or proper authorization has been received.
- d. Abusing or injuring another person
- e. Abusing or damaging property
- f. Using obscene or abusive language or gestures in a threatening manner
- g. Raising voices in a threatening manner

Because of the potential for misunderstanding, joking about any of the above misconduct is also discouraged.

City of Camas Premises Definition: The term “premises” means all areas within the ownership and/or control of the City of Camas, including, but not limited to, buildings, offices, work areas, lounges, parking lots, desks, cabinets, lockers, storage areas, City owned or leased vehicles and any other City owned property on which employees may work. The City of Camas reserves the right to search all facility “premises” when the facility management determines that such a search is a reasonable and necessary precaution for work place safety.

Reporting Violent Conduct. Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to the supervisor (and/or Department Head) as soon as possible. Incident reports are to be completed, as appropriate. The supervisor or Department Head will report the incident immediately to Human Resources and the police, if necessary.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the City individual making a report will be protected as much as practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

If the City of Camas determines that an employee has violated this policy, the employee will be subject to immediate discipline up to and including discharge. Concerns with members of the public or other parties shall be handled by the City of Camas as it determines under its policies and procedures.

Employees are encouraged to notify both the Human Resources department and the Police Department of any court issued protective/restraining order that lists any City of Camas work area/location as protected areas. Other department/division management staff in the location where the individual works should also be notified. In the case there is a violation of the order, those in positions of responsibility will be aware of the issue and can take the action of notifying the police and asking the person who violated the order to leave.

Also, in emergency situations, employees should call law enforcement directly.

Imminent Danger/Violence Incident Procedure. Any employee who reasonably believes that a situation with an aggressive employee, citizen, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats or acts in a violent or threatening manner) may immediately become violent, putting the employee or others in imminent danger, the employee should promptly leave the work area and report to his/her supervisor (and/or the Department Head). No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time. The supervisor should take immediate action and contact the Department Head as soon as possible for immediate action (e.g., 911 call). The timing and circumstances of possible return by the employee to the area

should be coordinated by the employee with his/her supervisor. The employee, supervisor and/or Department Head will follow City of Camas procedures in response to such events, including incident reporting and appropriate action deemed necessary by facility management.

Security Precautions. All City of Camas security policies and rules must be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours).

ACKNOWLEDGMENT

WORKPLACE VIOLENCE POLICY

I acknowledge that I have read and understand the City of Camas Workplace Violence policy and agree to comply with all stated policies, guidelines and procedures described therein. I am aware that the City reserves the right to change its policies as they become obsolete or outdated and that I will be notified of any such changes. I am aware that violations of this policy subject me to disciplinary actions (outlined by contract if I am represented) that may include discharge from my employment.

Employee Name – print

Department

Employee Signature

Date