

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

SUBJECT: WORKPLACE VIOLENCE

Nothing is more important to the Department of Public Works than the safety and security of its employees, customers, and visitors. The Department is committed to maintaining a workplace that is free from violence or threats of violence. Threats, threatening behavior, or acts of violence against an employee, a customer, a visitor, or any other individual cannot and will not be tolerated. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. For the purpose of this policy, the workplace is considered to be anywhere an employee is engaged in Department related business.

Any form of violence or threat of violence -- whether actual or reasonably perceived -- involving an employee or occurring in the workplace must be reported to a supervisor, manager, or the Office of Management Employee Services. Such behavior must be reported whether it is committed by another employee, a contractor, a customer, or a member of the public. If management determines that an employee has engaged in workplace violence, appropriate action will be taken, which may include discipline up to and including discharge. Any violent behavior committed by an employee outside of the workplace, which arises out of a contact made at the workplace, may also result in disciplinary action up to and including discharge.

When the violent behavior occurs at the workplace, whether it is committed by an employee or by an individual who is not an employee, the Department will contact the appropriate law enforcement agency if necessary. In all cases where violent behavior or a credible threat of violent behavior is directed at an employee, the Department will take appropriate legal action and/or other steps necessary to help protect the employee and/or the employee's family members.

An employee should also report the existence of any restraining order that covers the employee at the workplace or any potentially violent non-work related situation that could likely result in violence in the workplace. Under such circumstances, management will take appropriate precautions to help protect its employees in the workplace.

So that this policy will accomplish its objectives, the Director of the Office of Management Employee Services is directed to develop the procedures, guidelines, and training programs needed to prevent and appropriately respond to incidents of violence. Each bureau and office, with the assistance of the Office of Management Employee Services, shall communicate workplace violence prevention and violence management techniques to employees on a regular basis and insure that appropriate security measures are taken to minimize the likelihood of violence occurring.

Full cooperation of all employees is necessary if the Department is to maximize the safety and security of its employees, customers, and visitors. Retaliation against any employee who reports workplace violence or a threat of violence will not be tolerated.