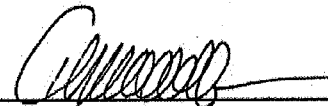


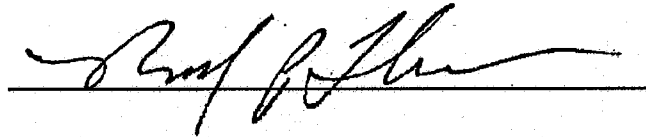
CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

Topic: Workplace Violence Policy Effective Date: 4-1-04
 From: Human Resources Department Supersedes: New
 Risk Management Division
 To: Department/Division Managers Section: API # 44



 TERRENCE L. WOODS
 Director of Human Resources

Approved: 

 ROBERT P. THOMAS
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I Purpose

This document establishes the City of Sacramento Workplace Violence Policy, which describes and prohibits workplace violence, threats of violence, intimidation and harassment. This policy establishes procedures and protocol to reduce the potential for violence. This policy also identifies security contacts and reporting procedures for employees to report violence, threats of violence, harassment, and intimidation that occur in the workplace.

II Policy

A. Statement of Commitment

The City of Sacramento is committed to providing a safe workplace free from violence and threats of violence. The workplace includes any place where City business is conducted, including City buildings and property, City vehicles, private vehicles while used on City business, other assigned work locations and off-site training.

The City will not tolerate violent behavior or threats in the workplace. Any violent behavior related to the employee's work or work relationships, whether an employee is on or off duty, on or off City property or City workplaces, is prohibited. Violations of this policy will be investigated, and if substantiated, the City will take disciplinary action up to and including termination.

B. Violent Behavior

Employees should not be subjected to physical or verbal conduct that is violent in nature related to the employee's work or work relationships. In addition, no employee is permitted to engage in violence or threaten violence to another employee, supervisor, manager, union representative, customer, resident or any other person.

Examples of behavior prohibited by this policy include, but are not limited to:

- Violent physical actions;
- Direct or implied threats to do harm to a person or to property, including intimidating use of one's body or physical objects;
- Verbally abusive or intimidating language or gestures;
- Threatening, abusive or harassing communications;
- Possession of a dangerous or deadly weapon at the workplace, unless an employee is authorized by his/her department head to possess such a weapon;
- Possession of imitation weapons on City property or City workplace;

- Destructive or sabotaging actions against City property or employee property; and
- Engaging in unwanted or intrusive behavior against another person such as stalking, spying or harassment.

C. Reporting

Every employee has the responsibility to immediately report to his or her supervisor or department safety representative any violations of this policy. This includes employees who are aware of violence or threats of violence that may create a risk of harm to the employee or others in the workplace by a City employee, or any other person, whether occurring in or away from the workplace. All reports will be promptly and thoroughly investigated.

III Retaliation

The City will not tolerate any type of retaliation against an employee who reports workplace violence or the threat of violence.

IV Restraining Orders

If an employee has a restraining order against another employee or that involves a city workplace, the employee must report it to his/her supervisor. Copies of restraining orders with proof of service should be retained on site to assist Police in the event a violation occurs.

V Departmental Responsibilities

A. Workplace Safety

Every department head will assess the potential for violence and take measures to maintain workplace safety. Supervisors and managers will monitor the workplace and immediately assess any violent or threatening behavior even if the person or persons engaged in the conduct are not their subordinates, or they have not received a complaint.

B. Training

City University will provide mandatory training on this policy and preventing violence in the workplace. Department Heads are responsible for providing their staff with information about the prevention of workplace violence and violence-management techniques on a periodic basis.

C. Departmental Response to Violence

When a violent action or threat is brought to the attention of a supervisor, manager or departmental safety representative, an evaluation of the severity of the situation must be made immediately. If evacuation is necessary, proceed in accordance with the building disaster plan.

1. Contact 9-1-1 if there is a likelihood of immediate violence.

- From a city phone 9-911 or 911
- From a cellular phone 916-264-5151

2. Supervisors and managers will determine if further action is needed and take appropriate action. See Attachment A (Supervisor Plan of Action for Threat by Employee) and Attachment B (Supervisor Plan of Action Threat by Citizen).

3. Contact Labor Relations at 808-5424 if additional assessment is needed beyond the departmental level. If appropriate, Labor Relations will activate the Threat Assessment Team.

VI Threat Assessment Team

The City considers all threats of violence or intimidation seriously. The City's Threat Assessment Team investigates reports of actual or threatened violence, assesses the risks, and makes recommendations for action.

VII Definitions:

A. Harassment: behavior that is not welcome, that is offensive, demoralizing, and/or interferes with work effectiveness.

B. Imitation weapon: any object that is designed to look like or simulate a real weapon.

C. Intimidation: inspiring fear in a person or inhibiting speech or action of a person by a show, promise or threat of force.

D. Restraining order: a court order that prohibits specific behavior; a preliminary legal order issued to keep a situation unchanged pending decision upon an application for an injunction.

E. Retaliation: any behavior that is intended to punish or discriminate against another person for reporting an incident or threat; revenge.

F. Threat: an expression of intent to inflict pain or injury on a person or damage to an object. Threats may be explicit (such as, "I'll get even with you later" or "I'll kill you if you report me") or implied (such as "bad things are going to happen to him" or "that propane tank on the back of his truck could sure blow up easily"). Threats also include stalking. Conflicts and disagreements are expected to occur in the workplace and do not by themselves represent a threat of violence.

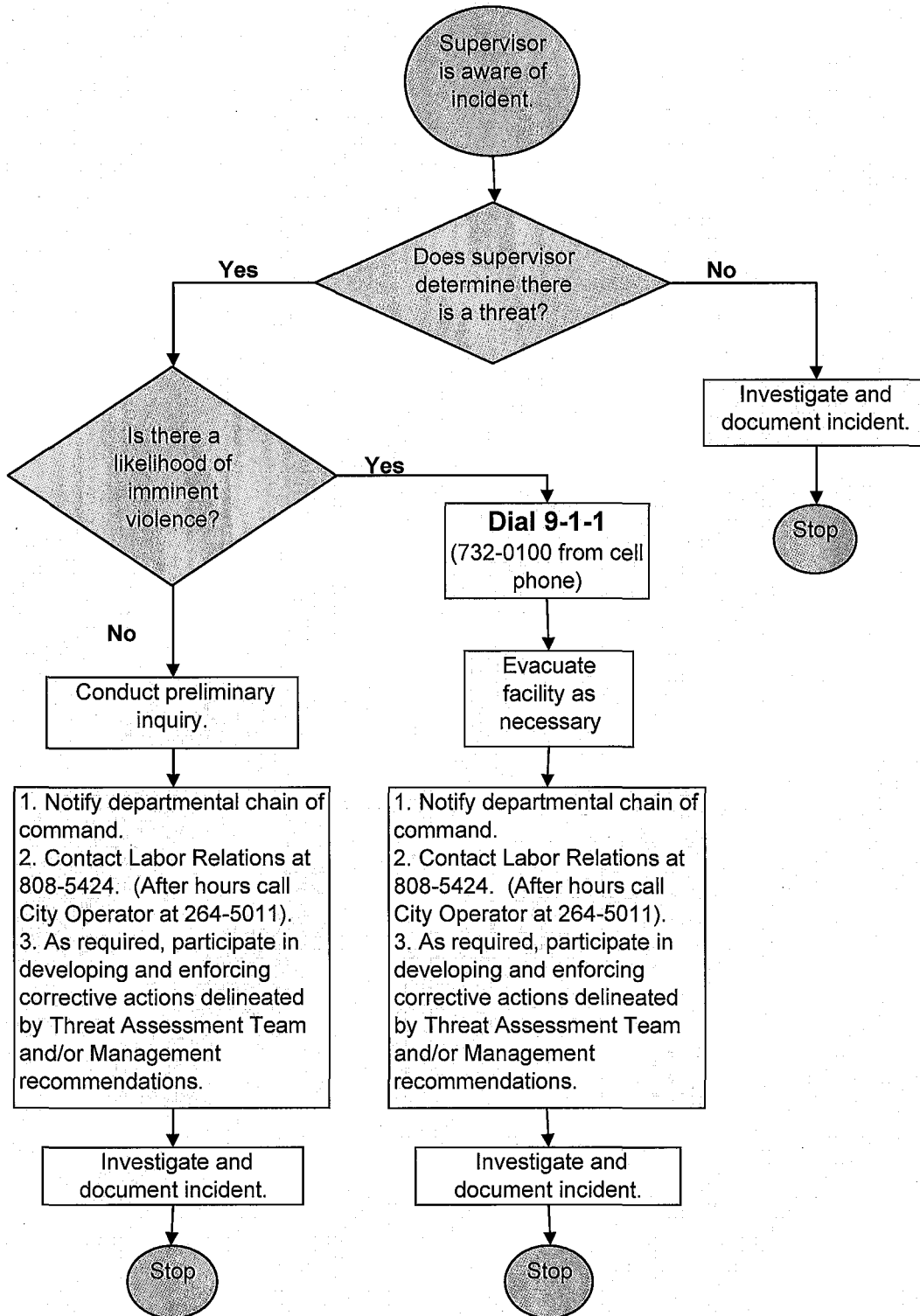
G. Threat Assessment Team: group consisting of management personnel from Labor Relations, Risk Management, City Attorney's Office and the Police Department; formerly known as the Management Assessment/Intervention Team (MAIT).

H. Weapon: an instrument, article or substance which, under the circumstances in which it is used, or threatened to be used, is capable of causing physical injury or death; any physical object which meets the criteria outlined in California Penal Code Section 12020 or Sacramento City Code Section 9.32.010.

I. Workplace: any place City business is conducted, including City buildings and property, City vehicles, private vehicles while used on City business, other assigned work locations and off-site training.

Supervisor Plan of Action for Threat by Employee

Attachment A



Supervisor Plan of Action for Threat by Citizen

Attachment B

