

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Workplace Security Policy: Workplace Violence

POLICY NUMBER: 2215

2215.10

PURPOSE: Maintaining a safe and secure workplace for employees and the public is a high priority of the El Dorado County Fire Protection District (herein after referred to as the “District”). The purpose of this policy is to ensure that all employees enjoy working conditions that are free from violence or the threat of violence and to satisfy the requirements of the Cal-OSHA Guidelines for Workplace Security, date August 14, 1994, Citing California Labor Code Section 6400 et seq.

2215.20

PROHIBITED ACTIONS:

Verbal or physical threats of violence are prohibited and will be treated seriously. Any employee who demonstrates or threatens violent behavior will be subject to disciplinary action and/or criminal prosecution.

A violent act is an aggressive physical behavior or force exerted for the apparent purpose of violating, damaging, or abusing other or for the apparent purpose of damaging property.

A threat of a violent act is a verbal expression or physical action that conveys and intent to commit a violent act. For the purposes of this policy, threats made in jest will be considered a threat or a violent act.

Threatening behavior includes, but is not limited to:

- Engaging in acts of physical violence against another individual
- Making a verbal threat to harm another individual or to destroy property
- Fighting or challenging another individual to a fight
- Any conduct that implies the threat of bodily harm

District employees shall not possess, use or threaten the use of weapons of any kind at any District work site or on District property, including parking areas and District vehicles, or while engaged in activities for the District in other locations. The possession and use of weapons is permissible only when it is a requirement of the job, legally authorized pursuant to the controlling jurisdiction, and with the authorization of the Chief.

2215.30

RESPONSIBILITIES AND REPORTING

2215.30.1

Individual Employees

Each District employee is responsible for creating and maintaining a safe work environment. An employee who is in immediate danger of a violent act or who has just experienced a violent act or who has just witnessed a violent act shall, whenever possible:

- Place himself or herself in a safe location; and

- Call 911 and inform the dispatcher of the circumstances and the exact location of the incident; and
- Inform the Duty Officer of the incident as soon as feasible

When an employee becomes aware of a non-emergency threat of violence or situations which lead the employee to believe that a violent act could occur, the employee must report the situation immediately to his or her own supervisor or to the Duty Chief so that appropriate action can be taken; or the employee must report the non-emergency situation to the ActionLine reporting service (800-775-5463) as an alternative to internal reporting procedures. The incident shall be reported when the violent act or threat is directed against the individual employee, any other District employee, or person, regardless of whether it is directly associated with the individual's employment. The ActionLine program provides employees with an alternative to the internal reporting procedures described above in this paragraph. The ActionLine reporting service may be contacted in confidence, if desired. If the threat of violence or the situation leads the employee to believe that a violent act is imminent, the employee should immediately contact 911.

2215.30.2

Supervisor and Managers

Supervisors and managers have ongoing responsibility to ensure that the work environment is free from violence or threats of violence. Supervisors and managers have responsibility to respond to the possible violent situation promptly upon notice or knowledge of such events regardless of whether or not a formal complaint has been received. Supervisors must inform the Chief as soon as such a situation comes to their attention. If an imminent or actual violent act is taking place and a supervisor or manager is aware of the incident, he or she shall contact the appropriate law enforcement agency.

2215.30.3

Incident Response

The Duty Officer is responsible to commit the resources and personnel necessary to respond to and manage violent or potentially incidents. Upon being notified of a violent or potential violent situation, the Duty Officer may notify appropriate public safety agencies and/or develop a plan of action to respond to both the immediate situation, as well as to manage the related workplace security issues on an ongoing basis. The Chief, or in his/her absence the Duty Officer, has the discretion to utilize or contract with other public agencies or private consulting entities for the incident response, including but not limited to, counseling, therapy, and training.

2215.40

CONFIDENTIALITY

To the extent possible, an employee reporting an act of violence or the threat of violence will be accorded confidentiality. However, identities of individuals making such reports may be legally required to be revealed to accused persons during the course of an investigation or when discipline results from such reports. Investigation records will be held in the strictest confidence, to the extent permissible by law. The privacy rights of all parties involved in an investigation will be protected to the greatest extent possible.

2215.50

RETALIATION

Whether or not disciplines results from an investigation of a reported instance of violence, the District will not condone retaliation of any kind. Acts of retaliation or behavior suggestive of retaliation shall be reported to the Chief. All employees are assured that they may report an actual or potentially violent incident or participate in any investigation without fear of retaliation by the District, supervisors or other employees. Retaliatory behavior will be cause for disciplinary action.

2215.60

CONSEQUENCES OF MISCONDUCT

Potential violations of this policy will be investigated and, when substantiated, appropriate action will be taken to ensure the safety and security of the work environment. Such action my include disciplinary action up to and including termination of an employee who has been found to engage in misconduct that violates this policy.