



Policy Purpose

Provide direction on addressing violent, abusive or threatening behavior in the workplace.

- I. General
 - a. The city will not tolerate violent, abusive or threatening behavior on the part of its employees in the work environment.
 - b. Employees should report instances of violent, abusive or threatening behavior to their supervisors immediately. Any employee involved in situations where there is fear of physical violence or where someone has made verbal threats of physical violence should immediately notify the appropriate supervisor or department/division director. If there is a threat of immediate danger the employee should notify building security or the police department.
 - c. City employees who engage in violent, abusive, or threatening behavior may be referred to the Employee Assistance Program for counseling, training or other appropriate treatment. Such employees may also be subject to disciplinary action, up to and including termination.
- II. Supervisor Responsibilities
 - a. Supervisors should document, investigate and address issues of violent, abusive or threatening behavior.
 - b. Supervisors should promptly inform human resources of possible violations of this policy.
 - c. An employee may be relieved from duty and ordered to leave the work site if the supervisor believes a violation of this policy has occurred. The employee will be placed on paid administrative leave pending further investigation.
 - d. Supervisors may report instances of violent, abusive or threatening behavior to security or law enforcement, as appropriate.
- III. Protective Orders
 - a. Employees requesting protective orders from a court should inform the city attorney's office before including their work location in the order. It will be the employee's responsibility to inform the department/division director of the individual to whom the order applies.
 - b. In circumstances where the subject of the order appears at the work location:
 - i. The employee will notify the department/division director or immediate supervisor.
 - ii. The director or immediate supervisor will ask the individual to leave the work location.
 - iii. In their discretion, the employee or supervisor may call the police department for assistance without having to first interact with the individual.

Current References:

[3.05.01 Standards of Conduct](#)

[3.05.03 Discipline and Appeal Guidelines](#)

Initial Effective Date: December 13, 1995

Approved and passed this 31st date of December, 2016