

PERSONNEL POLICY 07-08

SUBJECT: WORKPLACE VIOLENCE POLICY

PURPOSE: To establish a policy to reduce the possibility of workplace violence.

APPLICABILITY: All City of Clarksville Employees

POLICY STATEMENT: It is the intent of the City of Clarksville to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct

The City of Clarksville does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that are prohibited.

- Causing physical injury to another person;
- Making threatening remarks (This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public);
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon (Any object capable of being readily used by one person to inflict severe body injury upon another person) while on City property or while on City business, and except as approved by Police Department staff.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resource Department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The City will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring: The Human Resource Department takes reasonable measures to conduct background investigations to review candidates' backgrounds, and reduce the risk of hiring individuals with a history of violent behavior.

Safety: The City conducts annual inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Bringing weapons to the workplace (other than CPD);
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance, and;
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

OFFICIAL DOCUMENT
APPROVED BY CITY COUNCIL: FEBRUARY 7, 2008
EFFECTIVE DATE: FEBRUARY 7, 2008

WILLIAM MCNUTT, HR DIRECTOR

Appendix A

**WORKPLACE VIOLENCE
RISK ASSESSMENT CHECKLIST
CITY OF CLARKSVILLE**

Date: _____

Employee's Name: _____ DOB: _____

Department: _____

HISTORICAL AND DEMOGRAPHIC ITEMS (CHECK IF PRESENT):

- Previously threatened, attempted or consummated violence towards others
- Past use or threatened use of weapons outside work
- Previous damage or destruction of work-related property
- Substance abuse or dependence (alcohol and/or drugs)
- Poor compliance with City attempts on counseling worker
- Belligerence towards employees, customers or clients
- Reckless or hazardous behavior on the job
- Previous direct or veiled threats to harm other employees

RECENT EVENTS (CHECK IF PRESENT):

- Stress or desperation in workplace, domestic, or financial matters
- Acquires firearms or related lethal equipment or weapons
- Signs of rehearsal (e.g. practice at firing range, assembles weapons)
- Exposure to or increased use of de-Stabilizers (e.g., alcohol, drugs)
- Fascination with or statements about other incidents of workplace violence
- Poor compliance with recent directives of management

- Lost job or perceives that job will soon be lost
- Stalking, including repeated harassment, of other employees
- Threats of suicide or homicide
- Ongoing fantasies of hurting co-workers
- Wishes to harm co-workers or management

WORK ATTITUDES AND TRAITS (CHECK IF PRESENT):

- Sees self as victimized by management or treated unfairly
- Sense of identity wrapped up in job
- Does not take criticism well; hypersensitive to perceived slights
- Authority issues regarding control from others present
- Tends to be a loner on and/or off job
- Hostile attitudes or behaviors towards aspects of work
- Erratic and/or irresponsible work traits
- Attitudes that condone or support workplace violence
- Minimizes or denies post maladaptive work behaviors
- Creates, fosters, or allows a work atmosphere of fear and intimidation
- Tends to have poor assertiveness skills

ORGANIZATIONAL DEFICIENCIES

- Failure to screen work applicants for violence potential and mental problems
- Failure to implement physical security measures to protect employees and clients/customers
- Failure to implement a prevention-of-violence plan for relevant employees
- Failure to act immediately to direct, implied or veiled threats of violence
- Failure to create a crisis plan for ongoing violence
- Failure to have an EAP, stress control, and anger management programs
- Failure to have an out-referral program to community providers

- Failure to train employees in the warning signs of violence
- Failure to have clear policies for harassment, prejudice, grievance resolution, and discriminatory behavior
- Failure to train employees to negotiate and communicate effectively with peers and management
- Organization has a history of violence on worksite
- Organization allows employee conflicts to occur without immediate intervention and follow up
- Organization uses inconsistent disciplinary actions
- Management is perceived as unfair, disrespectful, or discourteous to staff
- The worksite is physically uncomfortable
- Organization is moderate or large in size (More than 40 employees)
- Performance standards are not linked to employee expectations
- Performance standards do not have built-in employee input
- The organization does not have written and regularly reviewed procedures for all of the above

PRELIMINARY RISK ASSESSMENT:

- LOW
- MODERATE
- HIGH

List suggestions for further assessment or intervention here:

Specify date and staff members to re-evaluate risk status:

Additional relevant comments: