



COUNTY OF KINGS PROGRAM FOR WORKPLACE VIOLENCE PREVENTION

- 1.0 **Policy Statement:** It is the policy of Kings County to provide a safe and secure working environment reasonably free from fear of violence, aggression, intimidation, harassment or retaliation for all employees. Acts or threats of violence against the life, health or well-being of employees or members of their family or their property either in the workplace or in connection with that employee's conduct of County business will not be tolerated. Any such acts by County employees towards others constitutes grounds for disciplinary action up to and including dismissal from County employment and could result in criminal prosecution. A threat may, in and of itself, constitute grounds for discipline regardless of whether or not the perpetrator intended to carry out the threat.
- 1.1 This policy will address the hazards known to be associated with the three major types of workplace violence as outlined by Cal OSHA.
- 1.1.1 **Type I** involves a violent act or threat of violence by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a criminal act.
- 1.1.2 **Type II** involves a violent act or threat of violence by a recipient of service provided by our County such as a client, patient, customer, probationer, inmate or juvenile ward.
- 1.1.3 **Type III** involves a violent act or threat of violence by a current or former employee, supervisor or manager or any other person who has some employment-related involvement with the County, such as an employee's spouse or significant other, an employee's relative or friend, or another person, other than a recipient of service, who has a dispute with a County employee.
- 2.0 **Prohibited Behavior:** For the purpose of this policy violence shall be defined as:
- 2.1 **Verbal violence** - Threats, verbal abuse, or harassment involving language designed to threaten, intimidate or do harm.

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- 2.2 Physical violence - Unwelcome physical contact between two parties. Physical violence includes assaults, sexual assaults or property damage deliberately caused.
- 2.3 Written violence - Written threats including letters, notes, plans or drawings describing, detailing, warning or delivering threats.
- 3.0 Prohibited acts include threatening, intimidating, coercing, harassing or assaulting an employee, a member of an employee's family, or other person, if in connection with that employee's County employment; or intentionally damaging property owned, operated or leased by the County.
- 4.0 Employer Responsibilities: All Department Heads, Managers and supervisors share the responsibility for implementing and enforcing the provisions of this program for Kings County. The employer shall:
 - 4.1 Conduct new employee orientation on the County workplace violence prevention policies, procedures and work practices.
 - 4.2 Conduct annual review of the County Illness and Injury Prevention Program (IIPP) for Workplace Violence Prevention with all departments.
 - 4.3 Present training programs designed to address specific aspects of workplace violence prevention unique to each Department's working environment.
 - 4.4 Post or distribute workplace violence prevention information that will inform employees and management at all levels of County policies.
 - 4.5 Implement and communicate a procedure that encourages employees to inform management about workplace violence prevention hazards or threats of violence.
- 5.0 Employee Responsibilities: All employees of Kings County are an integral part of a successful workplace violence prevention program. Employees shall:
 - 5.1 Review and fully comply with the policy.
 - 5.2 Request information from those who should be familiar with this policy (the trainer, supervisor, manager or Department Head) to clarify any points of misunderstanding.
- 6.0 Compliance: Kings County is committed to ensuring that the safety and health policies and procedures involving workplace violence prevention are communicated to and observed by all employees. To this end:
 - 6.1 Employees, supervisors and managers will become familiar with the County Policy on workplace violence prevention. All employees will be provided with, and required to review and sign off on, a copy of the policy statement.

- 6.2 Failure to comply with workplace violence prevention practices may result in disciplinary action up to and including termination.
- 7.0 Violent Acts Defined: Acts constituting violent behavior will not be tolerated. Violent actions include but are not limited to the following:
 - 7.1 Striking, punching, slapping, spitting or otherwise assaulting another person.
 - 7.2 Fighting or challenging another person to fight.
 - 7.3 Grabbing, pinching or touching another person in an unwanted way whether sexual or otherwise.
 - 7.4 Engaging in dangerous, threatening or unwanted horseplay.
 - 7.5 Possession of a firearm, replica firearm, explosive device, or incendiary device on County property, in County vehicles, in other County equipment or while engaged in activities for the County in other locations, unless such possession or use is a requirement of the job or otherwise legally permitted or authorized.
 - 7.6 Use or threat of use, of any object intended as a weapon of aggression (i.e. as opposed to justifiable self-defense), while engaged in County business at any location, or on County property, including parking lots, other exterior premises, or while in or using county vehicles.
 - 7.7 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- 8.0 Worksite Security Rules:
 - 8.1 Suspicious Persons: All employees should be alert to persons whose actions or presence appear to be of suspicious nature not typically expected of an ordinary employee, customer, or visitor. If employees have doubts concerning the intentions of any such person, they should avoid the individual if possible, quickly but quietly notify a supervisor, and/or follow other applicable security procedures.
 - 8.2 Access to Premises: Employees should be on the premises only during normal business hours or authorized hours of work.
 - 8.3 Visitors: Individuals not employed by the County should be accompanied by a County employee when they are afforded access to areas normally restricted to employees only.

- 9.0 Hazard Assessment: Each department will perform workplace violence hazard assessments for security in the form of periodic inspections. The County Safety Officer or other designated representative may provide assistance with the inspections. A hazard assessment shall be conducted according to the following:
- 9.1 When the IIPP for Workplace Violence is initially established.
 - 9.2 When new or previously unidentified workplace violence hazards are recognized.
 - 9.3 When potential workplace violence conditions warrant an inspection.
- 10.0 Access Control Procedures: Each department will develop and implement a department-specific access control procedure as appropriate to the work area. The outcome from the hazard assessment, conducted in conjunction with the IIPP audit, will be used to determine the appropriateness of these procedures.
- 11.0 Reporting: Episodes of workplace violence can only be reduced if employees are willing to report threats of violent behavior.
- 11.1 Any employee who believes he or she has been a subject of workplace violence shall report the alleged act of workplace violence or threat of violence to a supervisor, manager, Department Head or Human Resources Division. An employee may also report the incident to the appropriate law enforcement agency.
 - 11.2 Information about a workplace violence incident will remain confidential and will be disclosed only to those who have a need to know. No one who initiates a good faith complaint or reports an incident under this policy will be subject to adverse personnel action.
 - 11.3 Supervisors and managers who have received reports of or have knowledge of workplace violence situations shall inform a Department Head and Human Resources as soon as possible.
 - 11.4 The appropriate law enforcement agency shall be notified of the incident, at the discretion of the Department Head.
- 12.0 Response to Immediate Threat or Danger: **THIS POLICY DOES NOT REQUIRE OR ENCOURAGE EMPLOYEES TO INTERVENE IN A VIOLENT SITUATION OR PLACE THEMSELVES IN DANGER.**
- 12.1 In the event of an immediate threat or violent act contact the appropriate law enforcement agency.
 - 12.2 All people whether employed by the County or not should be evacuated from the area, if it is warranted and can be done safely. The evacuation shall follow the procedures contained in the Emergency Guidelines section of the Injury and

Illness Prevention Program.

- 13.0 Investigations: Workplace violence incidents involving County employees must be investigated to determine if steps can be implemented to prevent like incidents from recurring and/or to gather information for possible criminal/civil action. A departmental investigation shall be completed to determine if the workplace violence incident could have been prevented or if retraining is required.
- 14.0 Monitoring: The County Safety Officer will monitor the effectiveness of the County's workplace violence prevention practices.
- 15.0 Training: The County Safety Officer, and other County representatives, will conduct training of all managers, supervisors, employees and new-hires on this policy. Each current employee and each newly hired employee will be given and required to read and sign a copy of the policy statement at the time of training.
- 16.0 Annual Inspections: Inspections for workplace violence hazards will be conducted annually in the context of the annual Injury and Illness Prevention Program audit. This inspection will consist of identification and evaluation of the potential hazards of any changes in workplace function. Records of workplace violence inspections, including the name of the person conducting the inspection, are to be recorded and retained for five years.
- 17.0 All employees are encouraged to take an active role in creating a safe work environment. Any questions or comments regarding this policy shall be directed to the Human Resources Division.



**COUNTY OF KINGS POLICY ON VIOLENCE
AND THREATS OF VIOLENCE IN THE WORKPLACE**

It is the policy of Kings County to provide a safe, secure and healthful working environment free from the fear of violence, aggression, intimidation, harassment or retaliation for all employees. Acts or threats of violence against the life, health, well-being of employees or members of their family or their property either in the workplace or in connection with that employee's conduct of County business will not be tolerated.

Any such acts or threats by employees of the County toward others constitute grounds for dismissal from County employment and may result in criminal prosecution. The act or threat will, in and of itself, constitute grounds discipline up to and including termination.

This policy covers acts or threats of violence, whether made directly or indirectly, including but not limited to: words, gestures, correspondence, phone calls or other electronic communication, symbols or physical acts which threaten the safety or security of County employees or which may inhibit County employees from conducting business or providing services in an environment of safety and security. This also includes, but is not limited to, threats on County premises, at County functions or any other location where violence or threats of violence may have an adverse impact on the County's ability to do business or provide services.

I understand that it is my responsibility to report any actual or threatened violence in the workplace immediately to my supervisor, manager, Department Head or the Human Resources Department. I also understand that in cases where there is an imminent potential for violence, that I am authorized to contact the appropriate law enforcement agency.

**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE KINGS COUNTY
WORKPLACE VIOLENCE PREVENTION POLICY AND IT HAS BEEN DISCUSSED WITH
ME.**

Employee Name (please print clearly)

Department

SSN or Employee ID #

Employee Signature

Date