

WORKPLACE THREATS AND VIOLENCE POLICY

Purpose: It is the policy of the City and County of Broomfield to strive to provide a workplace free of intimidation, harassment, threats or violent acts.

Definition: Workplace threats and violence include but are not limited to intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, possession on city/county property of weapons of any kind or articles which can be used as weapons or any act, which, in the view of management, is inappropriate to the workplace and which violates the city/county mission statement and organizational values. In addition, jokes or offensive comments implying threats of violence will be considered a violation of this policy. This does not apply to Police Department employees engaging in lawful activities in the course of official duties as determined by Police Department directives and applicable federal/state laws and regulations.

Scope: This policy applies to all individuals including but not limited to city/county employees, city/county officials, contractual workers, visitors, vendors, and any other persons while in contact with city/county employees or other parties or while on city/county property.

Policy: Intimidation, harassment, threats of violence or any violent act committed by a city/county employee is not permitted. Said actions or comments regarding workplace violence will be considered serious and will not be tolerated. Engaging in offensive, threatening, or abusive behavior, including physical or verbal altercations and related misconduct in the work place is cause for corrective or disciplinary action. Said actions or comments carried out by a city/county employee against a co-worker or other party will be investigated by members of the Threat Management Team.

The Threat Management Team shall be comprised of the following individuals: Risk Manager (or designee), Director of Human Resources (or designee), a representative from the City/County Attorney's Office, a representative from the Police Department, a representative from the Department where the alleged violation occurred, and a representative from the Employee Assistance Program (EAP).

Nothing in this policy shall in any way interfere with or preclude the filing of criminal charges against an employee for such employee's behavior.

Any employee who knowingly makes a false accusation against another individual in regard to this policy may be subject to corrective or disciplinary action, up to and including termination. Individuals who are not employees and who engage in violations of this policy may be reported to the Police Department.

Confidentiality shall be maintained by all employees in situations regarding violations of this policy.

Responsibility: Individuals who believe they have experienced or witnessed actions that fall under the definition of workplace threats or violence, or who have caused a restraining order to be issued against another party, shall immediately report the incident or action to the supervisor/manager or the Director of Human Resources. Appropriate members of the Threat Management Team will investigate complaints. Any employee who violates this policy shall be subject to corrective or disciplinary action, up to and including termination. Any manager or supervisor who participates in or fails to take appropriate action on reported actions, or retaliates against an employee who reports an incident or files a complaint, shall be subject to corrective or disciplinary action, up to and including termination.

Procedures: Employees are empowered to contact the Police Department (Dial 911) without first informing management if they believe there exists an imminent direct threat to the physical safety of themselves or others.

Non-acute Situations: In a non-acute situation (defined as no imminent threat, for example, intimidation or verbal harassment), the employee reports the action to the supervisor or manager. The supervisor or manager is responsible to:

1. Conduct an investigation with assistance from the Director of Human Resources (In some instances, the Administrative Police Sergeant will direct any investigation involving Police Department employees).
2. Secure all evidence in a safe location.
3. Ask all witnesses to document their observations and obtain preliminary written statements.
4. Prepare a report summary and consult with appropriate members of the Threat Management Team.
5. Recommend appropriate actions to the Department Head. The Department Head will make final recommendations regarding corrective or disciplinary action.
6. The Risk Manager and the Director of Human Resources will review each incident and, if necessary, revise applicable policies or procedures.

Acute Situations: In an acute situation, which may include, but is not limited to, possession of weapons by any other person, physical assault or imminent threats of a violent act, the employee reports the action to the Police Department (Dial 911).

The employee or reporting party is responsible to:

1. Remain calm.
2. Contact the Police Department by dialing "911." Press the "Panic Button" if it is within your proximity.
3. Provide your name and location to the Police Communications Specialist.
4. Provide a description of the action. Indicate if weapons are involved. Provide a description of the offender.

The Police Department is responsible to:

1. Respond to the scene and take necessary action in order to diffuse the situation.
2. Evacuate individuals from the area.

The Threat Management Team is responsible to:

1. Coordinate all investigative actions with the Police Department to ensure that management actions do not interfere with police investigation.
2. If the employee is the alleged offender, require a "Fitness for Duty Evaluation" to be conducted by a qualified person selected by the EAP.
3. Suspend any or all employees involved.
4. Provide recommendations for appropriate follow-up from each member of the team with respect to their specific area of expertise.
5. Provide debriefing services to departments/individuals affected.