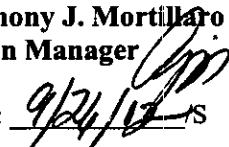


**TOWN OF PRESCOTT VALLEY  
POLICIES AND PROCEDURES**

<b>Subject:</b>  <b>WORKPLACE VIOLENCE</b>	<b>File Under Section:</b>  <b>PERSONNEL</b>	
<b>Effective Date:</b> <b>September 23, 2002</b> <b>Res. No. 1117, 8/22/2002</b>	<b>Number:</b> <b>2-28</b>	<b>Page:</b> <b>1 of 3</b>
<b>Supersedes:</b>  <b>Res. No. 379, 2/28/1991</b> <b>Prior Personnel Manual</b>	<b>Approved By:</b>  <b>Anthony J. Mortillaro</b> <b>Town Manager</b>  Date: <u>9/24/12</u> 	

**1.0 POLICY**

- 1.1 It is the policy of the Town of Prescott Valley to provide a safe and secure working environment for its employees. To the extent reasonably possible, the Town will provide a work environment where employees will not be subjected to acts of physical assault or threats of aggression or bodily harm while performing their official duties, wherever those duties are performed. **There shall be zero tolerance of such threats or acts of violence.**

**2.0 PURPOSE**

- 2.1 The purpose of this policy is to minimize the risk of personal injury to employees or others at work and damage to Town property. It is the Town's belief that through the steps outlined below, the Town can identify stresses in the workplace at an early date and develop a risk-reducing violence prevention program.

**3.0 APPLICABILITY**

- 3.1 All Town of Prescott Valley employees, departments and divisions.

**4.0 REFERENCES**

**5.0 AWARENESS**

- 5.1 Other than trained law enforcement personnel, the Town does not expect any employee to become an expert in psychology or to physically subdue a threatening or violent individual. In fact, the Town discourages employees from engaging in any physical confrontation. However, the Town does expect that employees exercise reasonable judgment in identifying potentially dangerous situations. It is essential that all employees recognize that before any physical acts of violence occur, there often are behaviors exhibited by individuals engaging in such acts. Such individuals may include:

- 5.1.1 Persons at any Town activity who display overt resentment, anger, and hostility;
- 5.1.2 Persons at any Town activity who make ominous threats like bad things are going to happen to a particular person or a catastrophic event might occur;
- 5.1.3 Persons at any Town activity whose work performance has deteriorated suddenly and/or significantly;
- 5.1.4 Persons at any Town activity who display irresponsible, irrational, or inappropriate behavior; and
- 5.1.5 Persons at any Town activity who possess a dangerous weapon or incendiary device without prior authorization or who have access to weapons, know how to use them, discuss them in the workplace, and/or brandish weapons in the workplace. (Law enforcement officers who carry weapons in the performance of their duties are considered authorized.)

## **6.0 PROHIBITED CONDUCT**

- 6.1 Threats, threatening language, or any other acts of aggression or violence made toward or by a Town employee **WILL NOT BE TOLERATED.**
- 6.2 For purposes of this policy, a threat includes any oral, written, or physical act which attempts to intimidate or instill fear in others, menacing gestures, flashing of weapons, stalking, verbal or physical abuse or other hostile, aggressive, injurious and destructive actions undertaken for the purpose of domination or intimidation where one may fear bodily injury.
- 6.3 Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts against employees, citizens, visitors, or other individuals while on Town property shall be removed from the premises as quickly as safety permits and shall remain off Town premises pending the outcome of an investigation.
- 6.4 Town employees (not in law enforcement) are not to remove individuals from the premises. Assistance must be requested from the Prescott Valley Police Department.
- 6.5 The Town will initiate an appropriate response that may include, but is not limited to, suspension and or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

## **7.0 THREAT REPORTING PROCEDURES**

- 7.1 All Town personnel are responsible for notifying their immediate supervisors, or in the absence of their supervisor another member of management, of any threats

that they have witnessed, received, or have been told that another person has witnessed or received.

- 7.2 Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town-controlled site, or is connected to Town employment.
- 7.3 Employees are responsible for making this report regardless of the relationship between the aggressor and the individual to whom the threat or threatening behavior was directed.
- 7.4 Employees and managers should work together to identify and report situations or locations where there is a potential for physical assault or threat of bodily harm, or where other behaviors, experiences, attitudes, etc., indicate a potential problem.
- 7.5 Managers must carefully review and assess information provided by employees or other sources. If a problem situation or location is identified, it should be communicated to other employees that are likely to become involved in the situation or come in contact with the location. Appropriate precautions should be taken based on the specific situation.
- 7.6 Individuals who apply for or obtain a protective or restraining order which lists Town locations as being protected areas must provide to their supervisor and the Prescott Valley Police Department a copy of the petition and declaration used to seek the order, a copy of any temporary protective restraining order which is granted, and a copy of any protective or restraining order that is made permanent.

## **8.0 SUPERVISORY TRAINING**

- 8.1 Supervisors will be trained to identify potentially dangerous situations. The Town will develop programs with the Town's risk carrier and the Prescott Valley Police Department to offer such training.