



ADMINISTRATIVE POLICIES

SECTION:	Professional Conduct	POLICY #:	603
TITLE:	Workplace Violence Prevention	PROCEDURE #:	603-A
		ORDER #:	
DEPT:	Business Services	DIVISION:	Risk Management
ADOPTED:	1/98	REVIEWED:	8/09
		REVISED:	4/00, 8/09

PURPOSE: The purpose of this policy is to establish Marion County’s commitment to providing a safe workplace free from violence, harassment or intimidation.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the board of commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: This policy applies to all departments, employees, volunteers, contractors, and agents of the county.

GENERAL POLICY: Marion County is committed to maintaining a safe work environment, free from all forms of violence, for all county employees, elected officials, volunteers, contract workers, and agents. Acts of violence are strictly prohibited and will not be tolerated.

Law enforcement personnel are often exposed to situations that involve violence. This policy is not meant to be applied during the course and scope of law enforcement activities or mandated interactions.

Nothing in this policy is meant to be applied to reasonable corrective actions taken for poor performance, misconduct, economic necessity or other appropriate business related communications.

SUBJECT: WORKPLACE VIOLENCE PREVENTION

Nothing in this policy alters any other reporting obligation established in county policies or other applicable local, state or federal law.

POLICY GUIDELINES:

1. Definitions:

- 1.1. “Domestic Violence” refers to the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior personal, domestic or intimate relationship.
- 1.2. “Intimidation” is intentionally engaging in actions or behaviors with malice intended to frighten, coerce or induce duress, including but not limited to stalking, or , transmitting inappropriate emails.
- 1.3. “Physical Attack” is unwanted physical contact including but not limited to hitting, fighting, pushing, shoving, throwing objects, spitting, or transferring other bodily fluids.
- 1.4. “Workplace Violence” refers to violence or threats of violence including but not limited to intimidation, harassment, coercion, physical attack, domestic violence or property damage, regardless of the source of the violence, perpetrated in a Marion County employment setting.
- 1.5. “Threat” is an expression of intent to cause physical or mental harm. An expression constitutes a threat without regard for the method used to convey the threat, whether the party communicating the threat has the present ability to carry it out or whether the expression is contingent, conditional or prospective.

2. Prohibited Conduct:

No employee, elected official, volunteer, contract worker, or agent of Marion County shall engage in any act of workplace violence. Engaging in prohibited conduct may result in disciplinary action up to and including termination of employment, termination of the contract, or termination of other relationship with the county.

Any retaliation or discrimination against an individual who reports an act of workplace violence will not be tolerated.

The failure to report workplace violence is a violation of Marion County policy, and the employee may be subject to discipline. Volunteers, agents or contractors who fail to report an act of workplace violence may have their relationship with the county terminated.

SUBJECT: WORKPLACE VIOLENCE PREVENTION

3. Responsibilities:

It is the responsibility of all Marion County employees, elected officials, volunteers, contract workers, and agents to create and maintain a workplace free of violence. All threats of workplace violence must be taken seriously.

Any county employee, volunteer, contract worker, or agent having knowledge of a violent act in the workplace involving any other person must report the incident immediately to a supervisor, management representative, or human resources. The supervisor/manager shall, as soon as possible but not later than the next business day, refer any incident to of workplace violence to risk management or the appropriate human resources representative.

4. Imminent Danger:

Marion County recognizes that there may be situations that require immediate action to protect oneself or others against imminent danger to life and health. If an incident occurs where immediate response is necessary and there is no time to contact a supervisor or wait for law enforcement to respond, employees, elected officials, volunteers, contract workers, or agents may protect themselves pursuant to law.

5. Domestic Violence:

Domestic violence that enters into the workplace will be considered workplace violence and handled accordingly. Marion County will work closely with victims to ensure that they are safe in the workplace. Supervisors are encouraged to provide victims with information regarding the services available to them under the county benefits programs.

6. Training:

All employees, elected officials, volunteers, contract workers, and agents of Marion County shall receive training on the workplace violence prevention policy. Periodic training will cover topics such as risk factors for workplace violence, handling difficult situations, and developing departmental emergency plans.