



ADMINISTRATIVE PROCEDURES

TITLE: Workplace Violence Prevention Procedures		PROCEDURE #: 603-A
DEPT: Business Services		DIVISION: Risk Management
EFFECTIVE DATE:	REVIEWED:	REVISED:

OBJECTIVE: To establish procedures for addressing situations involving real or potential workplace violence.

REFERENCE: Policy #603

POLICY STATEMENT: 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.

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

PROCEDURES:

1. Definitions:

“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.

2. Responsibilities:

Department heads and elected officials are responsible for the safety of their employees, volunteers, agents, clients, and customers. Departmental safety committees will assist in the prevention of workplace violence by identifying external hazards and developing recommendations for management’s consideration. Safety committees, at the request of the department management, may assist in the development of internal policies and procedures related to workplace violence.

All reports of workplace violence will be handled in a confidential manner. Information will only be released as necessary to ensure the safety and security of the workplace or as required by law.

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3. Reporting:

Any county employee, volunteer, contract worker, or agent having knowledge of a workplace violence incident or act of retaliation for reporting workplace violence must report the incident immediately to a supervisor or management representative or human resources. The supervisor or manager shall promptly refer any incident to risk management or human resources for investigation.

4. Responding to Threats of Violence:

4.1. In the event of a violent incident, the safety of the people in the area is the first priority. If there is a **danger of imminent bodily harm**, the following actions shall be taken:

4.1.1. Leave the scene, if it can be done safely. No attempt should be made to control a violent person. This exception does not apply to law enforcement personnel.

4.1.2. Call 9-911 from a county desk phone. (911 from a cellular phone.)

4.1.3. Follow all directions given by law enforcement.

4.1.4. The incident must be reported to a supervisor or division/department manager as soon as it is safe to do so. If a management representative is not immediately available, the incident should be reported to risk management or human resources immediately.

4.1.5. Division/department management shall contact risk management following the event. Risk management will coordinate with human resources and law enforcement to ensure that the workplace is secure.

4.2. All employees are encouraged to be alert to the possibility of workplace violence. If an individual poses **no immediate physical threat** but is making verbal threats or otherwise acting in an intimidating manner, the following actions shall be taken:

4.2.1. Assess the situation to determine appropriate action needed to deescalate the threat. Call 9-911 if necessary.

4.2.2. Keep away from the individual, if possible.

4.2.3. Notify a supervisor or manager immediately.

4.2.4. If at any time danger is perceived to be imminent, law enforcement should be called immediately.

4.2.5. Employees, volunteers, contractors and agents must complete an incident report to document the incident and actions taken, if any.

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5. Investigating Reported Violations:

5.1. County Employees:

Supervisors shall promptly gather information regarding any reported violations of the workplace violence prevention policy by county employees. Human resources shall be notified of the potential violation as soon as possible but no later than the next business day.

Human resources will in coordination with risk management and the Marion County Sheriff's Office determine if a threat assessment is necessary.

Human resources will conduct an investigation to determine if the workplace violence prevention policy has been violated and will make recommendations to the appropriate department head or elected official.

5.2. Non-County Employees:

Supervisors shall contact risk management upon being notified of a possible violation of the workplace violence prevention policy by a non-county employee.

Risk management will coordinate with the Marion County Sheriff's Office and the affected county department to determine if a threat assessment should be completed and to facilitate the implementation of necessary security measures.

6. Incident Debriefing:

Human resources, the affected department, and risk management will determine if an incident of workplace violence requires an incident debriefing. Debriefing will be conducted by a qualified mental health professional. Preference will be given to mental health professionals that are part of the county's employee assistance program (EAP). Information shared in the debriefing shall remain confidential. The purpose of the debriefing is to allow employees a chance to talk about their experiences and compare their reactions with those of others.

Supervisors are encouraged to provide employees with information regarding the services available through the county's EAP.

7. Media Inquiries:

Questions from the news media relating to incidents of workplace violence should be forwarded to either the Marion County Sheriff's Office spokesperson or to the Marion County Board of Commissioners Public Information Officer.