



ADMINISTRATIVE PROCEDURE

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| SUBJECT: WORKPLACE THREAT / VIOLENCE POLICY | Number <u>XI-2</u> | <u>Effective Date:</u> Issued: <u>11/05/98</u> Revised: | Page 1 of 5 |
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PURPOSE:

To establish the District's policy on workplace threats and acts of violence; to create an awareness throughout the District of the potential for workplace threats and acts of violence; and to establish the respective responsibilities of employees, supervisors, Department Heads, Division Managers and the Event Management Team in the prevention, management and recovery efforts of workplace violence events.

DEFINITIONS:

1. Workplace Threat/Violence
Criminal acts (assaults, battery, stalking, etc.), threatening behavior, or threatening communication (verbal, written, phone calls, E-mail, etc.), while on District property or while conducting District business, by or against employees, customers, service contractors or visitors of the District.
2. Credible Threat
A threat to injure a person made with the intent and apparent ability to carry out the threat or indication of intended threat.
3. Event Management Team
A team of District managers and outside professionals designated to perform a specific role in the management of workplace threats/violence events and recovery efforts to ensure site and personal safety, minimize disruption to business and promote a swift return to normal operations.
4. Temporary Restraining Order (TRO)
A civil law tool available to protect individuals and agencies from continued illegal and/or unwanted activity or conduct. It provides a relatively swift means to invoke the protections afforded by the legal system. In the event that the protective provisions of a TRO are violated, there are legal consequences and a basis for more serious action against the person who is the subject of the TRO.

POLICY:

The safety and security of its employees, customers, service contractors and visitors is of paramount importance to the District. Threats, threatening behavior, or acts of violence against any individual on District property or involved in the conduct of District business will not be tolerated. Violations of this policy by District employees will lead to disciplinary action up to and including termination and/or criminal prosecution. No retaliation will be taken against any person making a report under this policy.

RESPONSIBILITY:

1. The responsibility of all District employees is to:
 - a. Never make threats to others; never engage in threatening behavior; and never commit violent acts in the workplace.
 - b. Become familiar with the District's Workplace Threat/Violence policy.
 - c. Report to their Supervisor and Human Resources (so each will have knowledge of the incidents) any threats or violent acts which they have been the victim of or have witnessed; or have been told that another person has been the victim of or witnessed.
 - d. Report to their Supervisor and Human Resources any behavior they have witnessed which is regarded as threatening or violent (even if no actual threat or violent act has occurred) carried out on a District controlled site or is connected to District employment.
 - e. Report to their Supervisor and Human Resources any threat, threatening behavior, or violent act, regardless of the relationship between the individual who initiated it and the person or persons who were threatened, or were the focus of the threatening behavior. For example, an employee should report any threat, threatening behavior, or violent act(s) involving customers, members of the public or vendors.

2. The responsibility of all supervisors of the District is to:
 - a. Supervise all employees in a fair and impartial manner.
 - b. Monitor the work environment and employee performance for symptoms of potentially violent behavior, actual threats, threatening behavior or violent acts.
 - c. Report to their Department/Division Manager and Human Resources all threats and/or violent acts in the workplace.
 - d. Immediately conduct a preliminary assessment of the type and nature of the threat/ violence (i.e., verbal threat, assault, shooting, barricaded subject, hostage situation, etc.).

- e. Take immediate precautionary measures (i.e., notify Security and/or local law enforcement) to ensure the safety of employees, customers, service contractors and visitors.
 - f. Secure the work site to the extent that it is practical and safe to do so.
 - g. Notify the target of the threat/violence and instruct them to contact Human Resources for further information/assistance.
3. The responsibility of the Human Resource Manager is to:
 - a. Administer the Workplace Threat/Violence Administrative Procedure.
 - b. Convene/activate the Event Management Team (and appropriate outside resources) when there is a substantial threat or violent act reported.
 - c. Monitor compliance and employee familiarity with the Administrative Procedure.
 - d. Recommend disciplinary action if the subject is a District employee.
 - e. Ensure training for supervisors is provided in each department.
4. The responsibility of Department Heads and Division Managers is to:
 - a. Ensure the policy of the District is followed.
 - b. Assist in monitoring compliance and employee familiarity with the provisions of the Administrative Procedure.
 - c. If a building is being patrolled, all Department Heads in that facility will be notified of a patrol security assignment and the basic ("facts") reasons for such patrol.
5. The responsibility of the Event Management Team (EMT) is to:
 - a. Evaluate alternative actions, allocate resources, and direct business activity during the immediate event, and establish long term recovery objectives, as appropriate.
 - b. Conduct a threat assessment with the assistance of outside professionals (psychologist, security professionals), including a background investigation to determine the violence potential of the subject, if indicated.
 - c. Establish a liaison with the local law enforcement agency, if appropriate. (Generally, the victim of any substantial threat or act of violence will be encouraged to report it to the police. Threats or acts of violence against the District will be reported to the police.)
 - d. Consider and, when appropriate, retain personal protection services for the target(s) of the threat/violence based on the threat assessment.

- e. Evaluate and, when appropriate, retain the need for physical security enhancements and deployment of security personnel at the involved work site(s).
- f. Direct an investigation using internal or external resources.
- g. Analyze business disruption potential and take steps to minimize productivity loss.
- h. Prepare for possible continued contacts by the subject and evaluate the need for a temporary restraining order/injunction.
- i. Review the completed event investigation.
- j. Determine when to decrease or eliminate outside resources and return to normal operations.

EVENT MANAGEMENT TEAM (EMT) ROLES

Primary and Alternate Team members are appointed in advance, based on their responsibility in the organization and authority to make decisions. In the absence of a Primary EMT member, EMT roles and responsibilities will be assumed by an alternate EMT member.

The following are the typical roles of team members:

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| 1. | Human Resources | Protects employee rights and privileges. Interprets employment laws and personnel policies to ensure compliance |
| 2. | Legal Counsel | Consider legality of all actions and decisions of the Team to ensure confidentiality of District's business with respect to personnel matters |
| 3. | Finance | Monitors costs related to decisions (use of outside professionals, medical costs, security enhancements, etc.). |
| 4. | Security | External consultant - Assists in the threat assessment and advises on security and protection issues. |
| 5. | Public Affairs | Coordinates internal information about event, manages external (media and general public) informational needs. |
| 6. | General Manager Liaison | Acts as Team Leader. Monitors team interaction and considers general District policy and current organizational priorities. Reports to the General Manager. |

TEMPORARY RESTRAINING ORDER (TRO)/INJUNCTION

Any employer may seek a TRO/injunction on behalf of an employee when he or she has suffered unlawful violence (assault, battery or stalking as prohibited in the California Penal Code Section 646.9), or a credible threat of violence likely to be carried out in the workplace. The legal procedure for obtaining a Temporary Restraining Order is detailed in California Procedure Code Section 527.8.

All employees who apply for or obtain a TRO/injunction, which lists District locations as protected areas, shall provide to their Supervisor or Manager and Human Resources a copy of the petition and declarations used to seek the order, and a copy of any temporary or permanent TRO/injunction granted.

APPROVED:

A handwritten signature in black ink that reads "Walter J. Bishop". The signature is written in a cursive style with a large initial 'W'.

Walter J. Bishop
General Manager