



Administrative Regulations

Number AR36-4
Issue 1

Subject: Policy Relating to Workplace Threats and Violence.

I. PURPOSE:

It is the purpose of this Administrative Regulation to provide a safe work environment that is free of violence or the threat of violence.

II. SCOPE:

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AMENDMENT:

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY:

It is the policy of the City of Long Beach to provide a safe work environment that is free of violence or the threat of violence. Threats, threatening behavior, or acts of violence against employees, visitors, or other individuals by anyone on City property will not be tolerated. Violations of this policy by City employees will lead to disciplinary action, up to and including termination, and may include arrest and prosecution. Violations by non-City employees may result in arrest and prosecution as well.

V. PROCEDURES:

The procedures for implementing this Administrative Regulation are found in the "Personnel Policies and Procedures" manual under policy number 7.10, Workplace Threats and Violence. Coordination will be provided by the Department of Human Resources and Affirmative Action.