



PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: WORKPLACE THREATS AND VIOLENCE

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I. POLICY STATEMENT

The City of Long Beach is committed to providing 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.

II. SCOPE

This policy is applicable to all City departments and offices reporting to the City Manager, and to all City locations under the City Manager's authority. It is further requested that elective offices and other City departments comply with the provisions of the policy.

III. RESPONSIBILITY

The City has formed a Threat Management Team to implement the policy and monitor issues dealing with workplace threats and violence. This team includes the City Safety Officer, the Manager of Personnel Operations, a Deputy Chief of Police, and representatives from the City Employee Assistance Program. This team is responsible for implementing this policy, managing violence prevention programs, and crisis intervention.

Each department is responsible for designating a management representative for each location or facility. It will be the management representative's responsibility to disseminate the policy throughout the facility or department; coordinate training for departmental managers, supervisors and employees; conduct a thorough investigation of any reported threats or incidents of violence as soon as the incident is reported, and serve as liaison to the Threat Management Team for all matters relating to the implementation of this policy.

All departmental managers, supervisors and employees are responsible for reporting threats or incidents of violence to their management representative.

IV. DEFINITIONS (OF THREATS AND VIOLENT BEHAVIOR)

For the purposes of this policy, threats and violent behavior are defined as:

- A. The actual or implied threat of harm to an individual, group of individuals, or relatives of those individuals. These threats may be made in person, over the telephone, through the mails, or by electronic communication.
- B. The possession, on City property, of weapons of any kind, unless specifically authorized by the Police Department or appointing authority, or the brandishing of any object, which could reasonably be construed as a weapon.
- C. Loud, disruptive or angry behavior or language which is clearly not part of the typical work environment.
- D. Blatant or intentional disregard for the safety or well-being of others.
- E. Willful destruction of City or personal property.
- F. Commission of a violent felony or misdemeanor on City property.
- G. Any other act that a reasonable person would perceive as constituting a threat of violence.

V. PROCEDURES

A. EMERGENCY INCIDENTS

Any employee who is subjected to, witnesses, or has knowledge of actions which pose immediate danger to themselves or others must report these acts to appropriate authorities at once. When the incident constitutes an emergency, the employee should notify their supervisor and/or obtain Police assistance by calling 9-911. Information provided to the emergency dispatcher should include: details regarding the location, nature of the incident and the persons and/or weapons involved.

After the incident has been reported to the Police, the employee should notify their supervisor and the designated management representative of the incident. The management representative, in turn, shall be responsible for contacting the City Safety Officer. The City Safety Officer shall be responsible for contacting all other appropriate parties, including the City Manager's Office, as warranted, and Employee Assistance Program staff.

The primary objective in dealing with an incident in-progress is to stabilize the situation, de-escalate the potential for violence, and ensure that there is no harm to person or property. Once the emergency has passed, the designated management representative shall be responsible for conducting a thorough investigation of the incident, and reporting findings to the department head and the City Safety Officer, using the Threat Incident Report as a guide.

B. NON-EMERGENCY INCIDENTS

When an employee becomes aware of a potential violation of this policy which does not pose an immediate threat of violence, he/she is responsible for notifying their immediate supervisor and the designated management representative. Even without an actual threat, employees should also report any behavior which they may regard as threatening or violent when the behavior is job-related or might be carried out on City property or at a City facility. It will then become the responsibility of the management representative to prepare a Threat Incident Report for review. This report will be evaluated to determine whether there was a violation of the policy and what the appropriate management response should be.

No employee who, acting in good faith, initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment. Any employee reported to be in violation of this policy will be entitled to due process.



City of Long Beach
Department of Human Resources
THREAT INCIDENT REPORT

City policy requires all employees to report all threats or incidents of violent behavior, which they observe or become aware of, to the designated management representative. This management representative should take the steps necessary to complete a threat incident report as quickly as possible, including interviews with witnesses, victims and alleged perpetrators. The report will be used by the Threat management Team to assess the safety of the workplace, and to decide upon a plan of action. The following information should be contained in the threat incident report:

CHECK LIST:

1. The name of the perpetrator and relationship to the City
2. Names of the victims or potential victims
3. When and where the incident occurred
4. What happened immediately prior to the incident
5. The specific language of the threat
6. Any physical conduct which would substantiate an intention to follow through on the threat
7. Names of others who were directly involved and any actions they took
8. How the incident ended
- 9 Names of witnesses
10. What happened to the perpetrator after the incident
11. What happened to other employees after the incident
12. Names of any supervisory staff involved and how they responded
13. What event(s) triggered the incident
14. Steps taken to ensure that the threat will not be carried out
15. Suggestions for preventing workplace violence in the future