

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
PERSONNEL POLICY NO. 210P**

TITLE: WORKPLACE VIOLENCE PREVENTION POLICY
DEPTS. AFFECTED: ALL
EFFECTIVE DATE: SEPTEMBER 24, 2014

All City of Traverse City employees to include Administrative, Confidential, Technical (ACT), General Municipal Employees (GME & GME-CT), Fire Department Employees and Police Department Employees are subject to this policy, including contract, part-time, irregular part-time and temporary and seasonal employees as well as visitors.

Objective

The City of Traverse City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Traverse City has adopted this policy to deal with intimidation, harassment, or other threats of (or actual) violence. All employees should review and understand all provisions of this workplace violence prevention policy to ensure a safe workplace and to reduce the risk of violence.

Prohibited Conduct

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

1. Causing physical injury to another person;
2. Making threatening remarks or conduct that threatens, provokes, intimidates, or coerces another employee or member of the public;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another Person;
4. Intentionally damaging employer property, property of another employee, or property of a visitor;
5. Possession of a weapon* while on City property or while on City business;
6. Committing acts motivated by, or related to, sexual harassment or domestic violence.
7. Malicious communication such as rumors, slander, or intention to harm another.

*Weapon includes, but is not limited to, firearms, explosives, knives with blades over 3 inches in length and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy. Employees, under the normal course of their job while on duty, who are required to possess one or more of the above referenced weapons are excluded from the provision which prohibits possession of weapons on City property or while conducting City

business. Any other exception due to special circumstances to this section 5 requires a written waiver from the City Manager at his sole discretion.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to your immediate supervisor, Department Head, or the Human Resource Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis unless otherwise required by law. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The City of Traverse City will actively intervene at any indication of a possible hostile or violent situation.

Risk Reduction Measures

Hiring

The Human Resource Department takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior

Individual Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform your immediate supervisor, Department Head, or Human Resource Department if any employee or visitor exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes:

1. Discussing weapons or bringing them to the workplace;
2. Displaying overt signs of stress, resentment, hostility, or anger;
3. Making threatening remarks;
4. Sudden or significant deterioration of performance;
5. Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Employees who conduct or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Retaliation

The City of Traverse City prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of City of Traverse City policies, rules and procedures. Any employee found engaging in retaliation will be subject to disciplinary action up to and including termination.



Jered Ottenwess, City Manager

History: Supersedes Personnel Policy No. 210P dated July 2012; Executive Order #347 dated November 1, 2005; Administrative Order #101 dated October 2010