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## Workplace Violence

### 1030.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

### 1030.2 POLICY

It is the policy of the District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to investigate all violent workplace behavior and every party involved in such behavior.

### 1030.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior, including but not limited to participating or promoting acts of intimidation, violence, threats, coercion, assault, or abusive behavior, toward any person while conducting District business or on District property.

No member engaged in District business shall carry weapons in violation of applicable state or local laws or District policy.

### 1030.4 REPORTING AND INVESTIGATING

#### 1030.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or the District member suspects that a crime has occurred.

Members should render aid to anyone who may be in need, if safe to provide such aid, and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1030.4.2 SUPERVISOR, MANAGER, DUTY OFFICER, AND DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

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In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken.

### **1030.4.3 INVESTIGATION**

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation.

### **1030.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

District members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

### **1030.4 PROHIBITED BEHAVIOR**

No member shall engage in, encourage, or promote violent behavior toward any person while conducting District business or on District property.

No member engaged in District business shall carry or possess weapons or explosives unless either:

- (a) Permitted by District policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

### **1030.5 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

### **1030.6 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administration Officer. The District needs this information in order to make a reasonable effort to provide a safe workplace.

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### **1030.7 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation was knowingly false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

### **1030.8 LEGAL ACTION**

The Administration Division, in consultation with the District's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedure § 527.8).

### **1030.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. In addition to the disciplinary action detailed in the Legal Action section, at the completion of the investigation of reported workplace violence or threat of violence, the District may take non-disciplinary corrective action to enhance workplace safety. Such non-disciplinary corrective action, includes but is not limited to the following:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.

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- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1030.10 WORKPLACE VIOLENCE PREVENTION**

All District members are responsible for assisting in the prevention of violence in the workplace.

- Members must timely report and document all incidents of workplace violence;
- Members must report incidents of violence;
- The District will take all reasonable efforts to maintain a safe and secure workplace;
- The District will maintain all appropriate records regarding incidents of workplace violence and take follow up actions as appropriate to such reports: and
- The District will provide appropriate training to members regarding workplace violence.

Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.