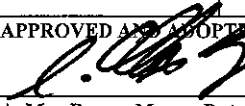

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: WORKPLACE VIOLENCE
	NUMBER: GEN 7.0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: To provide guidelines for preventing, reporting and investigating incidents of violence in the workplace, as well as formulating appropriate remedial action.

STATEMENT OF POLICY

The City of Smyrna maintains a zero tolerance policy toward workplace violence, or the treat of violence, by any of its employees, citizens, the general public, and/or anyone who conducts business with the City. It is the intent of all City departments to provide a workplace which is free from intimidation, threats, or violent acts.

Workplace violence includes, but is not limited to, verbal abuse, threats, physical attack, or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact, or attempted contact, with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the City, employee or others.

The City of Smyrna subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Reporting Incidents - Each incident of violent behavior, whether by or against another employee or an external individual such as a customer, vendor, or citizen, must be reported immediately to the department/division management. If a member of department/division management is unavailable or the complaining party is uncomfortable reporting to a member of management, reports of workplace violence should be made to the Human Resources Director.

Management will assess and investigate the incident and determine the appropriate action to be taken. Department/division management will inform the Human Resources Director of all reported incidents of workplace violence.

IN CRITICAL INCIDENTS IN WHICH SERIOUS THREAT OR INJURY OCCURS OR MAY OCCUR, EMERGENCY RESPONDERS SUCH AS POLICE, FIRE, AND/OR AMBULANCE PERSONNEL MUST BE NOTIFIED IMMEDIATELY. As necessitated by the seriousness of the incident, the City may assemble a Threat Management Team that may consists of staff from the Human Resources Department, City Administrator's Office, Fire Department, Police Department, and others as deemed necessary. The Threat Management Team is responsible for establishing the protocol in the event of a threat or violent incident that may include, but is not limited to:

- a) Evaluating potential violence problems
- b) Assessing an employee's fitness for duty
- c) Selecting intervention techniques
- d) Establishing a plan for the protection of co-workers and other potential targets
- e) Coordinating with affected parties such as victims, families, employees, media, or public safety personnel
- f) Referring victims to appropriate assistance and community service programs
- g) Assuring that immediate within 24 hours and on-going counseling is available to traumatized individuals.

Every reasonable effort will be taken to preserve the secrecy of any report of alleged workplace violence. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

It is a violation of this policy to engage in any act of workplace violence. In accordance with the City of Smyrna Personnel Policies and Procedures Manual, any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination, even if the employee denies the intent to harm or to follow through on a threat.

Further, depending upon the violent act, an employee who violates this policy may be subject to criminal sanctions.

Any violent act, threat, or other workplace violence may result in an investigation of the employee's background, consistent with the law. Employees who engage in or threaten workplace violence should expect no privacy in those areas to be investigated to ensure the safety of the workplace.

Additional Information - On an as needed basis or whenever the physical layout of the workspace is significantly altered, the Department Head or his/her designee will examine the escape routes of the work area and communicate any changes to all department/division employees. On an as needed basis, the Department Head may request a security audit from the Police Department to determine whether any security measures, such as panic alarms, are necessary and effective. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of a violent incident.

The Human Resources Department will provide, during New Hire Orientation, training to all new employees on procedures regarding reporting incidents or violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence.

Should an employee become the victim of an incident of workplace violence, the Department Head may offer the services of the EAP to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, he/she may be referred to the EAP by the Department Head. In these cases, failure by the employee to keep any appointments with the EAP, may result in disciplinary action, up to and including termination of employment. Moreover, even if the City offers the use of the EAP to an employee who committed an act of workplace violence, the City may also discipline the employee, up to and including termination of employment.