

	<p>City of Albany Administrative Policy Employee Relations Policy #: HR-ER-15-001 Title: Violence in the Workplace</p>	<p>Human Resources</p>
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Purpose The City recognizes the importance of a violence-free work environment for all employees and the public. The City will not tolerate any violent actions which threaten its employees, customers, vendors, or volunteers.

Policy **Employee Responsibilities**
All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers, and strangers. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence immediately to their supervisor.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific as possible.

Employees should read the Employee Emergency Response Guide for further information on procedures for workplace emergencies.

Prohibited Actions

Employees are prohibited from engaging in physical violence, including engaging in acts of bodily harm or threatening to inflict bodily harm, physical intimidation, or verbal and/or written threats of violence.

Employees are also prohibited from bringing “dangerous or deadly weapons” to work or on City property, including parking lots on City property.

The following list identifies specific items considered weapons. This list is not exclusive, and the City may prohibit any substance or item under this policy when, in the discretion of the City, the substance or item has no legitimate function in carrying out the City employee’s duties and may pose an actual, potential, or perceived hazard or unnecessary liability for the City.

- **Firearms, loaded or unloaded**
- **Deadly weapons** – any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.
- **Dangerous weapons** - any weapon, device, instrument, material, or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
- **Any weapon which is illegal to carry concealed** - any knife having a blade that projects or swings into position by force of a spring or by



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centrifugal force, any dirk, dagger, ice pick, slingshot, metal knuckles, or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.

Employees who possess concealed handgun permits issued pursuant to ORS Chapter 166 are not exempt from this policy and shall not possess a handgun while conducting their duties as a City employee.

Nothing in this policy is meant to apply to City employees during times when they are not on City property and are not performing their duties as City employees. Nothing in this policy shall apply to or affect law enforcement officers or members of the military while in the performance of their duties.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including discharge.

Definitions N/A

References ORS 161.015, ORS 166.240
 Employee Emergency Response Guide

Review and Authorization

Supercedes: ERP No. 3.13; 8/1/1999	Created/Amended by/date: LB; 10/1/2004	Effective Date: 11/1/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes