



## VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE POLICY

**ADOPTED APRIL 15, 2024**

The question of the adoption of the foregoing resolution was duly put to a vote on April 15<sup>th</sup>, 2024 roll call which resulted as follows:

Motion: Scollin, Second: White.

Roll Call: Brunette no; Ryan yes; Scollin yes; White no; Williams yes.

I, Amanda Hopf, Village Clerk of the Village of Saranac Lake, Franklin County, New York, hereby certify that I have compared the preceding Resolution with the original thereof filed in my office and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Village of Saranac Lake this 15th day of April 2024.

  
\_\_\_\_\_  
Village Clerk

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# VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE PREVENTION PROGRAM

## I. POLICY STATEMENT

The Village of Saranac Lake is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village of Saranac Lake property will be thoroughly investigated and appropriate action will be taken. Individuals who engage in this behavior may be removed from Village of Saranac Lake's property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Village of Saranac Lake policies, rules and collective bargaining agreements, Civil Service Law, and/or referral to law enforcement authorities for criminal prosecution. The Village Board of Trustees, officials, department heads, staff, volunteers, vendors, contractors, consultants, and others, who do business with the Village are expected to maintain a working environment free from violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village of Saranac Lake has identified response personnel that include a member of management and an employee representative. If appropriate, the Village of Saranac Lake will provide counseling services or referrals for employees.

All Village of Saranac Lake personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Additionally, personnel are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. The Village of Saranac Lake

Designated Contact Person:

Village Manager

(518) 891-4150

## II. DEFINITIONS:

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, or the Village's ability to provide services to the public.

## III. INITIAL EVALUATION AND DETERMINATION OF WORKPLACE VIOLENCE RISKS:

The Village of Saranac Lake determines that the following are some of the factors or situations in the Village workplaces that might place employees at risk:

1. Duties that involve the handling or exchange of monies
2. Duties that involve mobile workplace assignments
3. Working with unstable or volatile persons in criminal justice settings.
4. Working in community-based settings.
5. Working in rural or sparsely populated areas.
6. Working In a poorly lit environment.
7. Working alone.

## IV. METHODS VILLAGE OF SARANAC LAKE WILL USE TO PREVENT INCIDENTS OF WORKPLACE VIOLENCE

1. All Village employees shall possess Village-issued identification.
2. Several Village departments are locked and secured preventing the general public from access unless they are authorized or accompanied by a Village of Saranac Lake employee.
3. The hierarchy of controls to which the program shall adhere is as follows: engineering controls, work practice controls and finally personal protective equipment
4. All employees will attend annual work place violence training.

**TRAINING** At a minimum will include:

1. The requirements of the 12 NYCRR Part 800.6 regulation and the risk factors that were identified in the risk evaluation and determination;
2. Measures that the employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and use of security alarms and other devices;

3. The location of the written workplace violence prevention program and how to obtain a copy.

## V. REPORTING OF INCIDENTS

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any Village employee. Workplace violence should be promptly reported to the supervisor or one in authority as well as completing and filing the Incident Report Form (Appendix A) with the Village Manager. The Village Manager will contact the Workplace Violence Advisory Team. Additionally, Village employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. It is important that all employees take this responsibility seriously to effectively maintain a safe working environment.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

## VI. RESPONSIBILITIES

### A. Elected Officials and Department Heads

Elected officials and department heads shall be responsible for the implementation of this policy. The responsibility includes dissemination of this policy to all employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all administration and supervisors are aware of their responsibilities under this policy through internal communication and training.

### 8. Supervisory Staff

Each employee designated with supervisory responsibility (hereinafter "Supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report, to the Village Manager, any complaint of workplace violence made to him/her and any other incidents of workplace violence which he/she becomes aware or reasonably believes to exist.

### C. Village Manager

The Village Manager is responsible for ensuring new employees have a copy of the Workplace Violence Prevention Program and appropriate training. The Village Manager will also be responsible for annually disseminating this policy to Village personnel, as well as posting the policy appropriately throughout County buildings and locations.

The Village Manager will assist Department Heads and the Workplace Violence Advisory Team in responding to workplace violence; and consulting with, as necessary, counseling services to secure professional intervention.

The Village Manager (or designated department heads) will offer periodic (annual) opportunities for training in the prevention and awareness of workplace violence.

*The Program will be reviewed in its entirety at least annually tentatively April of each year.*

## VII. The Workplace Violence Advisory Team

The Workplace Violence Advisory Team will consist of the Village Manager, the Department Head (where the incident arose), and a Union Representative (as applicable).

This team will assist in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the Village's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention intervention and interviewing techniques in responding to workplace violence.

## VIII. CONFIDENTIALITY

The Village shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The Village will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that safety and well-being of Village employees would be served by such action.

## IX. RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination, and referral to law enforcement in aggravated circumstances.

**APPENDIX A**  
**VILLAGE OF SARANAC LAKE**  
**WORKPLACE VIOLENCE INCIDENT REPORT**

Workplace violence is that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights or expression, or disrupts the workplace, or Village's ability to provide services to the public.

A reportable violent incident is defined as any physical assault, threatening behavior or verbal abuse in any location where an employee performs a work-related duty whether directly involved or observed. Complete this form and forward the original to:

Village Manager  
39 Main Street Suite 9  
Saranac Lake, NY 12983

Victim's Name or individual Reporting Incident: \_\_\_\_\_

**Job Title:** -----

Address: \_\_\_\_\_

Home (or contact) Telephone: \_\_\_\_\_

Incident Date: \_\_\_\_\_

Incident Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Work Location (if different): \_\_\_\_\_

Type of Incident:  Verbal  Physical  Other

**Specifics:** -----

\_\_\_\_\_

Were injuries sustained:  Yes  No

If yes, please specify your injuries and the location of any treatment:

\_\_\_\_\_

\_\_\_\_\_



Was Law Enforcement contacted?  Yes  No

Did the police respond to the incident:  Yes  No

What Police Department: \_\_\_\_\_

Was a police report filed:  Yes  No Report Number: \_\_\_\_\_

Was your supervisor notified:  Yes  No

Supervisor's Name and Title: \_\_\_\_\_

Was any action taken by Employer: (specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Aggressor/Assailant's Name/Address/Age (if known): \_\_\_\_\_

(If employee, include Job Title) \_\_\_\_\_

Briefly describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the incident involve a weapon:  Yes  No Specify: \_\_\_\_\_

Were you alone when the incident occurred:  Yes  No

Did anyone witness the incident:  Yes  No

If yes, please list witness (es) name, address (if known):

\_\_\_\_\_  
\_\_\_\_\_

Did you have reason to believe an incident might occur:  Yes  No

Why: \_\_\_\_\_  
\_\_\_\_\_

Has this type or similar type incident (s) happened to you or your co-workers previously?

[ Yes  No  Specify: \_\_\_\_\_

\_\_\_\_\_

Have you had any counseling or support since the incident:  Yes  No

Specify: \_\_\_\_\_

Was the aggressor involve in previous incidents that you are aware of:

Yes  No Specify: \_\_\_\_\_

\_\_\_\_\_

Has corrective action been taken:  Yes  No

Specify: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Report

\_\_\_\_\_

Signature of Individual Filing Report

**VILLAGE OF SARANAC LAKE  
WORKPLACE VIOLENCE PREVENTION PROGRAM**

**ACKNOWLEDGEMENT**

(To be placed in the Employee's personnel file)

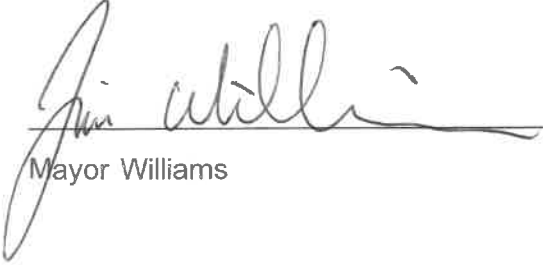


I hereby acknowledge that I have received, read and understand the Village of Saranac Lake's Workplace Violence Prevention Program and agree to review any changes or modifications to this policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This Workplace Violence Policy was adopted on this 15<sup>th</sup> day of April, 2024



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Mayor Williams

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Trustee Brunette



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Trustee Ryan



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Trustee Scollin

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Trustee White