
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 613: Workplace Violence, Firearms, Explosives and Other Weapons

A. General Provisions

1. The City of Kettering is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises and to limit the presence of firearms, explosives or other weapons in the workplace.

B. Workplace Violence

1. All employees, elected officials, volunteers and members of the public should be treated with courtesy and respect at all times.
2. Employees are expected to refrain from fighting, horseplay, hazing or other conduct that may be dangerous to others.
3. Conduct that threatens, intimidates, or coerces another employee, an elected official, a volunteer or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. Employees and supervisors should review Policy No. 610, which specifically prohibits harassment related to the workplace.
4. 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 elected officials, vendors, solicitors, volunteers or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

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5. Employees should immediately report all suspicious individuals or activities to a supervisor or any other member of management. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.
6. The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or City management before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

C. Firearms, Explosives and other Weapons

1. Employees who are law enforcement officers or officers of the court authorized to carry a concealed handgun or other weapon on governmental property or in the course of their employment pursuant to Ohio law, may do so to the extent permitted by law and not in conflict with their respective department's policies.
2. Other employees, whether licensed to carry a concealed handgun or not, excluding those noted above, may not carry a concealed handgun or any weapon or explosive into or on any premises owned or leased by the City of Kettering, to include all facilities and the parking lots surrounding them.
3. Such other employees, are also prohibited: from handling or carrying a handgun or other weapon or explosives at anytime while at work or while in the course of their employment; from carrying, transporting or storing a handgun or other weapon or explosives in a City vehicle at anytime; and from carrying, transporting or storing a handgun other weapon or explosives in any vehicle while it is on property owned or leased by the City of Kettering.

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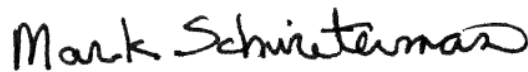
4. Employees should immediately report all concerns regarding possible violations of these guidelines to a supervisor or any other member of management. The employee should not confront the possible violator regarding his or her concerns or observations.

D. Investigations and Discipline

1. The City will act positively to investigate all reports of threats of (or actual) violence, violations of these guidelines and reports of suspicious individuals or activities. Supervisors, managers and department directors are required to promptly communicate any reported or observed violations of this Policy to the Director of Human Resources or one of the Human Resource Analysts.
2. In order to maintain workplace safety and the integrity of its investigation, the City may immediately suspend employees, either with or without pay, pending an investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is a violation of this Policy, will be subject to prompt disciplinary action up to and including discharge from employment.
3. The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:
9/18/06

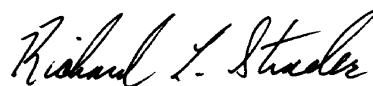
Date



Mark Schwieterman
City Manager

Issued:
10/27/06

Date



Richard L. Strader
Director of Human Resources