



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Workplace Security and Violence Policy
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Prepared By:	City of San Rafael Safety Committee
Approved By:	Ken Nordhoff, City Manager

WORKPLACE SECURITY AND VIOLENCE POLICY

PURPOSE:

The City of San Rafael is committed to providing a workplace that is safe, secure and free from threats or acts of violence. This includes prohibiting any threatening or committing any act of violence while on duty, while on City-related business or while operating any vehicle or equipment owned or leased by the City. All acts or threats of violence toward any employee by anyone will be taken seriously and will not be tolerated. Although some violence results from societal problems that are beyond the City’s control, City management in an effort to increase protection for employees and visitors, established this Workplace Security and Violence Policy.

RESPONSIBILITY:

In order to achieve the City of San Rafael’s goal of providing a workplace that is secure and free from violence, the support of all employees is required. **Acts or threats of violence toward an employee by anyone, e.g., supervisory personnel, independent contractor, co-worker, or the general public, shall not be tolerated and must be reported immediately to appropriate supervisory staff.** Managers are responsible for reporting the threats to the Human Resources Director or Police Command Staff.

REFERENCES:

This policy applies to all City employees, volunteers and contractors, and visitors.

DEFINITIONS:

Acts of violence include: intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, having a weapon or any other act which endangers or threatens to endanger employees in the workplace, whether intentional or reckless. These acts may include: shootings, bomb-threats, hostage situations, rape, assault, burglary, kidnappings, among others.

A threat of violence includes any behavior that, by its nature, could be interpreted as intent to cause physical harm to another individual.

Workplace includes all City facilities where employees, staff, vendors, contractors, and volunteers are engaged in City business.

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TRAINING: All City employees will be trained on this policy at the time of hire or job orientation.

POLICY:

City employees are prohibited from threatening, or committing any act of violence in the workplace, while on duty, while on City-related business, or while operating any vehicle or equipment owned or leased by the City. City employees are also responsible for reporting any concerns they may have regarding workplace safety and all threats they either received directly or heard through a third party to appropriate personnel and for calling 9-9-1-1 to report all immediate concerns of violence.

PROCEDURES:

The City of San Rafael prohibits weapons (including, but not limited to guns, batons, tasers, and stun guns) on City premises without the expressed authorization of the City Manager or designee, with the exception of equipment necessary for employees to complete their job tasks (Police Officers). This prohibition applies to all City of San Rafael employees and volunteers.

The Police Department shall be involved in the investigation of workplace security violations. Employees are required to immediately report any incident involving weapons, a threat of violence or an act of violence to their supervisor, Department Head or the Human Resources Director. All acts or threats of violence toward any employee by anyone shall be taken seriously. Employees are required to inform a supervisor or Department Head of any threats regardless of whether or not he/she believes the threat will be enacted. All threats **MUST** be reported. An investigation of the matter will immediately be conducted and management shall administer disciplinary appropriate action up to and including termination of employment if warranted.

The following are general guidelines that City employees must implement if faced with a violent situation in the work place.

1. Any employee experiencing or observing imminent violence should report it immediately by calling **9-9-1-1**.
2. Employees who feel they have been subjected to, or have observed, acts of violence will immediately report the incident to a supervisor and Human Resources.
3. Remain calm and do not put yourself or others in harms way.
4. Do not disturb the scene after the event is over.
5. Report any pertinent information to authorities, including what was witnessed.

All threats of violence will be taken seriously and should be reported to the appropriate supervisor or Human Resources immediately. Records of violent events will be maintained by Human Resources.

SUPPORT: The City will offer support to employees affected by, or experience a violent event within the workplace. The amount of support will be reviewed, and available, on a case-by-case basis.

ARMED ASSAILANT SITUATIONS: These situations will be reported immediately by calling 9-1-1. Include as much information pertaining to the situation as possible, including: description of the assailant(s), number of assailants and weapons being used. The employee should remain on the phone

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until police arrive or as long as possible. Human Resources shall also be notified when it can be done safely. Remain calm and wait for the police to arrive. Avoid contact with the assailant, if possible, and take cover, if necessary.

BOMB-TRHEAT SITUATIONS: City employees shall immediately report all bomb threats by calling 9-9-1-1. Provide as much information regarding the situation as possible. The Human Resources Department shall also be notified when it can be done safely.

City employees will not search for the bomb. They will follow the directions of the authorized person(s) and evacuate to the designated area if so ordered.


HOSTAGE SITUATIONS: The following steps are to be followed in any hostage situation in an attempt to defuse the situation or delay violence until the Police Department arrives. Because these situations are extremely volatile, every effort should be made to keep emotions and the situation as neutral as possible. This begins with maintaining one's personal composure, calming the suspect and obeying the suspect's demands. At no point should any City employee argue, provoke a fight or otherwise agitate the suspect.

If possible, communicate the situation to responding personnel. Information that should be communicated includes the number, description, and exact locations of the assailants; types of weapons, the demands that have been made, and any injuries that are a result of the hostage situation. In situations where communication is not allowed, remain calm and wait for help to arrive.

APPROVED BY:



Ken Nordhoff, City Manager



Date