

## **BB. WORKPLACE VIOLENCE**

### **Purpose**

Scott County is committed to ensuring the highest standard of health and safety in the workplace for all employees, customers, vendors, contractors and the public while providing for the efficient and effective operation of Scott County.

### **Scope**

This policy is applicable to the following:

The Scott County Board of Supervisors;

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder including elected office holder and deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability;

The general public conducting any type of business on or within county occupied buildings or property under control of Scott County.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### **General Policy**

Scott County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon, excluding firearms where possession would otherwise be legal, while on county property or while on county business, unless required for position.

It is the shared responsibility of department heads, supervisors, employees, customers, vendors, contractors and the public to take any threat or violent act seriously, and to report acts of violence or threats to appropriate authorities and the Risk Manager.

Any employee or agent of Scott County who violates this policy shall be subject to disciplinary action, up to and including dismissal from employment, exclusive of any civil and or criminal penalties that may be pursued.

### **Emergency Operations Team**

The Emergency Operations Team is responsible for providing direction and decision making in any workplace violence situations. The Emergency Operations Team consists of the Assistant County Administrator or designee, Sheriff or designee and the Director of Facility and Support Services or designee and the Risk Manager. The Emergency Operations Team will be activated by Radio Room operation answering an internal emergency call. This team will also coordinate response to incidents of workplace violence, providing assistance to employees and information to the media as needed.

### **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a supervisor or the Risk Manager. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only if necessary. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Scott County will intervene at any indication of a possibly hostile or violent

situation.

### **Post Incident Reporting Procedures**

All acts or incidents of violence are to be reported to the Risk Manager

Initial Incident Reports will be prepared by the individual(s) involved and forwarded within (1) one day of the incident to the Risk Manager

The Risk Manager will conduct a follow up investigation and final incident report providing a final copy to the Emergency Operations Team and County Administrator.

The Risk Manager will brief appropriate departments involved as to incident, final report, and deficiencies or corrections which may be utilized to prevent reoccurrence.

### **Employee Training**

Mandatory bi-annual training for all County employees shall consist of, but is not limited to the content of this policy, aggression management techniques and measures employees can take to defuse workplace violence; including specific procedures the County has implemented to protect employees.