

**GENERAL POLICIES
AND PRACTICES**

PERSONNEL POLICIES AND PROCEDURES

Personnel Policy Adopted by Res.: (N/A)

**2.3 Prevention of Workplace
Violence**

Personnel Procedures Approved: 5/8/2008

1. PURPOSE: To provide management and employees with guidance and procedures on the prevention of violence in the workplace.
2. ORGANIZATIONS AFFECTED: All departments/divisions.
3. REFERENCES: Dangerous Weapons, RCW 9.41.250
4. PROCEDURES:
 - A. The City of Bothell will not tolerate any acts of violence to persons or property. All acts of violence are treated seriously. Each act of violence will be dealt with promptly and appropriately utilizing administrative, managerial, legal and disciplinary actions to minimize risk to employees, customers and property.
 - B. Definitions. "Workplace Violence" means any verbal or physical action that is communicated or reasonably perceived as a threat, harassment, abuse, intimidation or personal contact, and that produces fear, or causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.
 - C. Preventing Violence in the Workplace. The City of Bothell recognizes that most serious incidents of workplace violence represent a personal crisis that the individual is unable or unwilling to solve alone. Intervention at an early stage provides the individual with the necessary assistance to resolve these issues, prevent escalation and allow continued productive employment.
 - D. Dangerous Weapons Prohibited. With the exception of commissioned law enforcement personnel, City employees are prohibited from carrying dangerous weapons onto City property or in City vehicles. For the purposes of these procedures, "dangerous weapons" includes firearms and other dangerous weapons as indicated in RCW 9.41.250.
 - E. Employee Assistance Program. Employees and supervisors have access to confidential professional assistance through the City's Employee Assistance Program. The program provides advice, assessments and case review to help management develop intervention strategies and make decisions that will prevent violent incidents from occurring. The program can refer employees to outside professional agencies which can provide evaluations, diagnoses and treatment plans.

- F. Responsibilities. All employees are responsible for refraining from participating in violent actions. In addition, all employees should report to management any threatening or dangerous situations occurring within the workplace or those that affect their work requirements. This includes the notification to management of a court issued restraining order filed on behalf of an employee that prohibits the subject of the order from contacting the employee at work.