

Workplace Threats and Violence

Current Revision: August 2, 2009

Last Revision: January 1, 2005

PURPOSE

This regulation is established to manage threatening behavior exhibited by or between City employees and/or public. This may include but is not limited to:

1. Behavior that presents danger or harm either to oneself or others or which results, or threatens to result, in damage to private or public property;
2. Creation of a hostile work environment through unwelcome words, actions or physical contact not resulting in physical harm;
3. Expression of intent to cause physical harm, either to oneself or to others;
4. Aggression resulting in physical assault with or without using a weapon.

This Regulation provides guidance for supervisors and employees to follow if threatening or violent behavior is encountered at a work site, or in any situation which could result in physical confrontation. It also emphasizes the need for discipline for employees who exhibit such behavior in connection with their employment with the City.

GENERAL POLICY

The City is committed to providing a safe workplace for employees and safe facilities for the public. Threatening and violent behavior by employees or the public will not be tolerated. Employees who violate this Regulation will be promptly disciplined, up to and including termination. Police assistance should be requested if necessary, especially if the public is involved.

Supervisors are to maintain a "zero-tolerance" policy regarding threats, disruptive behavior and violence in the workplace. When such incidents are reported to supervision, they are not to be ignored, but instead investigated and appropriate and timely action(s) taken. Supervisors who fail to appropriately deal with threatening or violent situations will be subject to disciplinary action.

City employees will cooperate with any investigation conducted pursuant to this Regulation. Any employee who fails, or refuses, to cooperate will be subject to disciplinary action.

The City has a "Weapons Restriction" policy in the City of Wichita Human Resources Policy. Supervisors are to be familiar with this policy and see that it is enforced. Weapons possession

and/or use by employees at work are prohibited, unless required for the specific job.

PREVENTING THREATENING SITUATIONS

Supervisors and Managers - Management Staff has an important and responsible role in managing threatening behavior and taking measures to prevent it from escalating into dangerous confrontations. Supervisors and managers will expeditiously discipline, which may include termination decisions so the potential for threats and violence is minimized.

Other Preventative Actions and Practices

1. Supervisors and managers are to make every effort to address employees' legitimate security concerns.
2. Personal information about employees that could be used by others with the intent to harass, stalk and/or harm an employee will not be released.
3. Employees shall notify their supervisors when they are under a court restraining order, or have secured a restraining order against someone else. The name(s) and description(s) (photos if available) of the other person(s) involved should be provided.
4. In cases where an employee has not secured a court order but fears for his/her safety, the employee should notify the Police Department and his/her supervisor of possible threat to personal safety.

DISCIPLINE FOR THREATENING AND/OR VIOLENT BEHAVIOR

Harassing, threatening and/or violent acts in the workplace, or in settings with obvious relation to work, are grounds for disciplinary action, up to and including termination. Disciplinary actions will be dependent on the severity of the behavior(s). (Refer to the City of Wichita Human Resources Policy).

Supervisors shall be familiar with all City and departmental policies regarding discipline and termination. Consistency in following this policy will be necessary to enhance the effectiveness of this Administrative Regulation.

Because incidents vary in type and severity, supervisors may consult with the Director of Human Resources, Employee Relations Officer or Affirmative Action Administrator at 268-4531 before taking action.

Employees involved in incidents where evidence exists they participated in (or contributed to) threatening, harassing or violent behavior may be referred to the City's Employee Assistance Program for assessment and counseling. Such referrals will not be a substitute for discipline that would normally have been imposed for the incident(s).

SPECIFIC INCIDENT RESPONSE

When incidents involving threats, harassment and violence in (or related to) the workplace occur, supervisors' reactions should be based on sound judgment as to what is appropriate to the specific situation. Genuinely dangerous situations should be immediately reported to Police Department. Supervisors should avoid trying to defuse situations that are beyond their expertise and ability. Cooperation with the plans and instructions of Police Department personnel is expected. A Threat Report Form should be completed and forwarded to the Department of Human Resources for tracking and follow-up.

Responsibility

All Department Directors are responsible for instructing departmental personnel in Administrative Regulations as appropriate and employees are responsible to adhere to it. No exceptions will be made to this policy without the express written permission of the City Manager. Any employee who violates the guidelines in this policy will be disciplined in accordance with the City of Wichita Human Resources Policy.

Relationship to Previously Established Procedure

No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

Effective Date: 8/2/09



Robert Layton
City Manager

Attachment: Threat Incident Report Form

Date of Report _____

CITY OF WICHITA

Threat Incident Report Form

Date & time of incident _____

Department & location where incident occurred _____

Type of incident: Phone call threat Written threat Other
 In-person threat **Act of violence**

Describe the incident in detail. Explain why you felt threatened. (Use back of page if necessary)

If the suspect is known, what is their name? If unknown, describe the perpetrator(s) or suspect(s) in detail, including physical or other information.

Was the perpetrator(s)/suspect(s): Current employee Non-employee
 Former employee Status unknown

Identify the victim or target of the incident.

Identify witnesses to the incident.

Was anyone notified of the incident?

Name of employee reporting the incident (will remain confidential)

Name _____ Signature _____

Daytime phone _____

Note: Please mail form to Human Resources, Mailstop 1-24

(For office use only)

Review Date _____ Follow up (Yes/No) _____ Ref. _____