

WORKPLACE VIOLENCE AND WEAPONS POLICY

It is the policy of the Town of Auburn to maintain a safe environment in all Town buildings, facilities and properties. Threats of violence will not be tolerated by or toward its employees, customers, the general public or anyone who conducts business with the Town. All employees are to immediately notify their supervisor should they hear of any threat of violence.

Workplace violence may include, but is not limited to intimidation, threats, and physical attack or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the ability to carry out the threat and regardless of whether the threat is contingent or conditional or for future conduct. Physical attack is intentional, hostile, physical contact with another person. It may include hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the Town, employees or others.

Other than police officers, employees are NOT permitted to carry or have in their possession or in their control any type of dangerous weapon while on duty and working as an employee of the Town. This includes any type of hand gun, firearm or any other item that may be construed as a dangerous weapon. Final determination of any item in question will be made by the Department Head, Chief of Police, Town Manager, or his/her designee.

Each incident of violent behavior, whether the incident is committed by another employee or an individual such as a customer, vendor or citizen, must be reported immediately to the Department Head, Human Resources or the Town Manager. Employees will be informed of their right to have the Police Department notified. In critical incidents in which serious threat or injury occurs, emergency responders such as Police or Fire personnel will be notified immediately. In order to address instances of violent behavior, the Human Resources Department or the Town Manager will designate a Response Team or Investigating Officer to assess and be responsible for the investigation of the incident and recommend and appropriate course of action.

Should an employee become the victim of an incident of workplace violence, the Human Resource Department may offer referral services to assist in coping with any effects of the incident. These employees may be referred to the Employee Assistance Program (EAP). An employee who commits an act of violence as determined by an assessment and investigation of the incident may be subject to disciplinary action up to and including termination. These employees may be referred to the Employee Assistance Program (EAP) as part of the disciplinary action. In these cases, failure by the employee to participate in the EAP may result in disciplinary action up to and including termination.

It is a violation of this policy to engage in any act of workplace violence and to carry or have in their possession or in their control any type of dangerous weapon while on duty and working as an employee of the Town. Any such violation is extremely serious. Any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination. The imposition of the discipline, including termination, does not preclude an employee or former employee from being subjected to civil liability and/or criminal prosecution.

ACKNOWLEDGMENT OF RECEIPT OF POLICY

I acknowledge receipt of this Workplace Violence and Weapons Policy from the Town, and I have read its contents.

Employee Name (Print)

Witness

Employee Signature

Date