



County of Yolo

Administrative Policies and Procedures Manual

TITLE: WORKPLACE SECURITY AND SAFETY POLICY	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY	DATE: MARCH 3, 1998

A. PURPOSE

To promote a safe work environment for County employees and the public.

B. POLICY STATEMENT

The County is committed to ensuring a workplace environment free from threats and acts of violence. Violence is defined as any willful touching of a person in a harmful or unwanted way. A threat of violence is defined as any statement or non-verbal act which would cause a reasonable person to believe that a violent act will or is about to occur. Joking about threats of violence is a violation of this policy and will not be tolerated.

Individuals engaging in threats or violent acts will be subject to appropriate legal consequences and/or, if the perpetrator is a County employee, appropriate disciplinary action. Specifically, threats of violence or violent acts in the workplace will not be tolerated. Any threats or incidents of violence must be reported promptly to a supervisor or manager. Employees are encouraged to report to management, disputes in which there is a high potential of violence being brought into the workplace. Once reported, management can then assist in taking steps to protect the employee and co-workers. To that end, the Board of Supervisors delegates joint authority to the County Counsel and any County manager or supervisor, following consultation with the County administrative Officer or a designee, to seek a restraining order on behalf of the County. In such an event, the department head shall report the status of such litigation to the Board of Supervisors no later than the next regularly scheduled Board meeting.

C. INJURY AND ILLNESS PREVENTION PROGRAM COMPLIANCE

This policy in conjunction with the "Security and Safety Guidelines," which is contained in the County's "Safety Manual" is considered a supplement to the County's Injury and Illness Prevention Program (IIPP).

D. EVALUATION AND RESPONSE TO WORKPLACE SECURITY ISSUES

The County will take all reasonable and necessary steps to prevent violence in the work place. Should a violent act occur, each situation will be responded to based on the circumstances. The nature of the incident will dictate the actions to be taken. Incidents are categorized into three levels, shown below.

LEVEL 1	Immediate physical threat to person or property
LEVEL 2	Serious threat, but not immediate
LEVEL 3	Non physical threats

Examples:

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LEVEL 1: Bomb threat; employee assaulted in parking lot; prosecutor assaulted by defendant; citizen in county building brandishing a weapon; and/or employee threatens another employee or citizen with immediate harm or damage to property.

LEVEL 2: Verbal threat to commit physical harm or property damage in the near future; an employee receives threat of damage to personal or county vehicle; threats associated with domestic issues or domestic violence.

LEVEL 3: Verbal harassment without a threat of physical harm to persons or property.

LEVEL	ACTION	RESPONSIBLE PERSON
LEVEL 1 'IMMEDIATE SERIOUS THREAT'	1. Call for emergency responders. "911" [relate the specifics of the incident to insure appropriate personnel are dispatched.] 2. Notify supervisor or manager. 3. Notify Human Resources (X8150) to report incident 4. Determination to assemble TAT Team 5. Determination of Countywide notification of incident	Employee Employee Supervisor or Manager Human Resources staff Human Resources staff
LEVEL 2 SERIOUS THREAT, but not IMMEDIATE	1. Notify supervisor or manager 2. Notify Human Resources 3. Notify law enforcement and TAT Team to assess 4. Assess and Implement preventative security measures	Employee Supervisor or Manager Human Resources and Department Head(s) TAT Team and Department Head
LEVEL 3 NON PHYSICAL THREAT	1. Notify Supervisor or Manager 2. Notify Human Resources	Employee Supervisor or Manager

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LEVEL	ACTION	RESPONSIBLE PERSON
	3. Attempt to resolve	TAT Team and Department Head

The County is committed to taking preventative measures to ensure that County policy, physical facilities, workplace practices and employment practices are designed or modified to enhance security and safety of our employees, while affecting public access and service to the minimum extent possible. For a full discussion of these measures, please refer to the "Security and Safety Guidelines" contained in the Safety Manual.