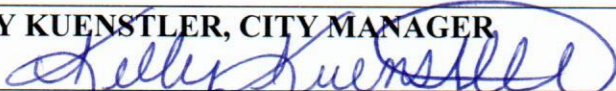




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: A15
SUBJECT: WORKPLACE VIOLENCE AND WEAPONS POLICY	EFFECTIVE DATE: 09/01/2018
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 03/06/2013

A. **PURPOSE**

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

B. **RESPONSIBILITIES**

1. Each Department Head is responsible for ensuring that all employees within their department (to include temporary, part-time employees and volunteers) are briefed on this policy.
2. Employees are responsible for complying with the terms of this procedural directive.

C. **POLICIES**

1. Employees (except licensed peace officers in performance of their official duties) are prohibited from possessing a handgun or other weapon while on duty or performing services for the City, regardless of whether the employee is on City property or not. "Weapon" is defined in Chapters 1 and 46 of the Texas Penal Code.
2. Employees with a Texas concealed handgun license are authorized under State law to store their handgun in the employee's privately owned vehicle in City parking lot. Carrying a weapon onto City property in violation of this policy will be considered grounds for immediate removal from City property, disciplinary action up to and including termination, and may result in criminal prosecution.

3. This policy prohibits all workplace violence to include harassment, intimidation, threats, and violent behavior by or towards anyone in the workplace (direct or indirect), that is in any way job- or City-related, that is or might be carried out on City-property, or that is in any way connected to the employee's employment with the City, whether the conduct occurs on-duty or off-duty. The City has a zero tolerance policy for this type of misconduct.

D. **PROCEDURES**

1. **IMMINENT THREATS:** about to happen or occur; to take place very soon; an immediate threat of harm; reasonably be expected to cause death or serious physical harm to any worker. When reporting imminent threats and/or acts of violence, the employee shall:
 1. Notify the local police by dialing "911" for threats or incidents in progress. Carefully describe the circumstances, such as weapons involved, name of the person making the threats or performing acts of violence, location of incident, layout of facility, and physical descriptions.
 2. Notify the immediate supervisor. If the immediate supervisor is the alleged offender, employees should report incidents directly to a higher level supervisor, if possible.
 3. The Director of Human Resources shall be notified of all incidents of workplace violence as soon as safety permits and shall inform the City Manager of the situation.
 4. Employees who are threatened, assaulted or attacked while on official duty off City premises or work sites, as defined in this policy, shall immediately report such incidents to local law enforcement authorities, their immediate supervisor, and the Director of Human Resources. A timely report of the incident shall ensure that appropriate investigation and follow-up procedures are implemented.
2. **NON-IMMINENT THREATS:** not expected to happen or occur very soon, not immediate, reasonably be expected to cause death or serious physical harm to any worker. If the threat is not imminent, the employee shall immediately inform their immediate supervisor. If that supervisor is the alleged offender, the employee should report the incident directly to a higher level supervisor. The supervisor to whom the incident is reported will immediately notify the Director of Human Resources of the threat.

E. **RESPONSIBILITIES**

Department Directors and supervisory staff shall take the initiative in preventing workplace violence.

1. All employees shall be required to attend periodic training programs to learn to identify and respond to indicators of a potential violent outburst in the workplace and the early warning signs of emotional turmoil and/or dysfunctions.
2. All employees must not ignore, condone, or disregard any violent or physically threatening behavior exhibited or threatened by any employee.
3. All employees shall be advised of the name, address, and phone number of the assigned Human Resources representative and Employee Assistance Program provider and be knowledgeable regarding the services available through the Human Resources Department and the Employee Assistance Program.
4. All employees including anyone who has been threatened are required by this policy to be reported. Disciplinary action shall be appropriate for not reporting.

Employees shall take the initiative in preventing workplace violence.

1. Coworkers, supervisors, and managers shall not excuse, cover for, or protect an employee who threatens or commits a violent act against another person or property.
2. No employee at any level shall engage in threats of violence (direct or indirect), violence, or other physically threatening behavior against City of Leon Valley employees, citizens, or property.
3. All threats of violence (direct or indirect), including those expressed jokingly, shall be taken seriously, and employees engaging in this type of behavior shall be subject to disciplinary action up to and including termination.
4. Employees who are concerned that they may exhibit violent or physically threatening behavior may voluntarily participate in counseling services available through the Employee Assistance Program and/or request leave to seek private counseling or medical assistance.
5. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes.
6. This policy shall not, in any way, enlarge the legal responsibility or liability of the City or of any employee of the City civilly or criminally. As to outside parties, this policy does not create any higher standard or duty of safety or care, for liability, evidentiary or other purposes, than if this policy did not exist. Violations of this policy, if proven, involve only the employer/employee relationship between the City and the employee, and can only be the basis of an action by the City in an internal disciplinary or administrative context, and may not be the basis of an action by an outside party.

7. Non Retaliation -The city prohibits any retaliation against any person for making reports of workplace violence, discrimination, harassment, inappropriate behavior, or sexual harassment. The City emphatically urges that all violations of this procedure be reported immediately. If an employee feels retaliated against for reporting workplace violence, he/she should immediately report this to the Human Resources Director or the City Manager.