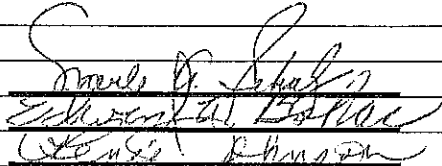


City of Sterling Personnel Policies

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CHAPTER 16

WORKPLACE VIOLENCE

SECTION 1 - POLICY STATEMENT

It is the City of Sterling's policy to promote a safe environment for its employees and visitors which is free of harassment, intimidation, threats, or violent behavior. The City will not tolerate acts of violence committed by or against City employees or members of the public while on City property or while performing City business at other locations.

The City will not tolerate any action which may be interpreted as one of the following behaviors:

- Intimidating, threatening, or hostile behaviors or comments
- Threatening or hostile verbal or physical behaviors
- Stalking
- Physical or verbal abuse
- Comments regarding violence
- Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm
- Harassment or assault
- Vandalism
- Threatening or harassing telephone calls or e-mail messages
- Violent criminal actions
- Arson
- Sabotage
- Bizarre or offensive comments about violent events or behavior
- Unauthorized use or possession of deadly weapons or explosives on or in City property, or
- Any other behavior which, in management's opinion, is inappropriate for the workplace.

This list is not all-inclusive, and any other acts deemed inappropriate will also be investigated.

Employees who engage in behavior that violates this policy, fail to report actions which fall under this policy or fail to take appropriate actions outlined in this policy will be deemed in violation of this policy and are subject to disciplinary action up to and including discharge through the City's **Discipline Policy**. Visitors who engage in behavior that violates this policy may be removed and/or prohibited from City facilities, vehicles, or leased property. Actions that appear to be a violation of law or that are deemed to pose a risk to others will be reported to the appropriate law enforcement officials.

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Employees who feel they are subjected to any of the behavior described above, who observe or have knowledge of any violation of this policy, or who encounter suspicious persons on City property should immediately notify their supervisor. Employees, who believe that workplace violence is so imminent and dangerous that it requires an immediate response, should contact proper law enforcement authorities first, and then report the incident to their supervisor.

Please note: This policy may be waived when in conflict with Law Enforcement personnel's Use of Force when in the line of duty.

SECTION 2 - REPORTING WORKPLACE VIOLENCE

Violations of this policy should not be ignored. If an employee observes or experiences such behavior by anyone on City property or directed at City employees, whether the person is a City employee or not, the employee should report it immediately to a supervisor or department head, the Human Resources staff, Police Department, or the City Manager. Anyone receiving a complaint of this nature shall inform the City Manager of the complaint. If the immediate supervisor is responsible for the behavior, the employee should report to a manager above the supervisor or one of the other contacts listed herein.

If the employee believes the situation requires immediate action in order to avert a violent situation, the employee should contact the appropriate law enforcement agency immediately.

SECTION 3 - VIOLATION OF THIS POLICY

Any reported violation of this policy will be thoroughly and promptly investigated by the Department Director, Human Resources, or the City Manager or their designee. The City Manager or designee will immediately review reported acts of violence or potentially violent situations. During the review of reported acts of violence or potentially violent situations, the City Attorney, Law Enforcement Personnel, Human Resources or the Employee's immediate supervisor may provide input or consultation.

The City of Sterling will take the appropriate disciplinary action if warranted, based on the findings of the investigation. An employee whose behavior is determined to be in violation of this policy is subject to disciplinary action, up to and including dismissal through the City's Discipline Policy.

Please note: During the disciplinary hearing, appeal hearing, or Personnel Board Review, special safety/security precautions may need to be taken due to the nature of this policy violation.

SECTION 4 - SEARCHES

An employee may be subject to a search involving the work site, a City-assigned piece of equipment or property, and/or other items within their personal possession in certain circumstances while on City-owned or City-leased property to the extent allowed by law. During such a search, City property in the unlawful or unauthorized possession of the employee may be confiscated.

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SECTION 5 - RESTRAINING/PROTECTIVE ORDER

An employee who obtains a protective or restraining order against a City employee or another person, which lists City locations as protected areas, must immediately notify their supervisor or other member of management about the order and its status. A valid restraining order means that the holder must have the physical document in their possession, and the named party must have been served the restraining order. For a supervisor to take action on an employee's restraining order the supervisor must see the physical document and verify the following information:

- Effective dates of the restraining order,
- Date of service of individual,
- Distance limits from a specific address,
- Contact limits; i.e., phone, physical, and
- Signature of a judge.

When an employee has a valid restraining order in place, their supervisor will inform the appropriate Law Enforcement Agency of the restraining order. If the restraining order is violated, the authorities will be notified immediately.

If the restraining order does not name another City employee or identify City locations, the City requests and highly recommends notification in order to alert the appropriate law enforcement agency.

Please Note: A restraining/protective order can only be canceled by the court system. Any reconciliation between the two parties does not lift the order, unless court ordered.