

# Administrative Policy

## Prohibition of Violence in the Workplace

### 1. Purpose of Policy

The City of Rocklin is committed to providing, in so far as it reasonably can do so within available resources, a safe environment for working and conducting business. 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 objective of this policy is to achieve the following:

1. Reduce the potential for violence in and around the workplace;
2. Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
3. Mitigate the negative consequences for employees who experience or encounter violence in the workplace.

### 2. Definitions

The word “violence” in this policy shall mean an act or behavior that:

- Is physically assaultive;
- A reasonable person would perceive as dangerous to or likely to result in harm or threats of harm to persons or property;
- Consists of a communicated or perceived threat to harm another individual or in any way endanger the safety of an individual;
- Would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- Is a behavior or action that a reasonable person would perceive as menacing;
- Involves carrying or displaying weapons, destroying property, or throwing objects in a threatening manner; or
- Consists of a communicated or perceived threat to destroy property.

A “dangerous weapon” is defined as, at a minimum:

- A firearm, which is any devise designed to expel a projectile by means of an explosion and subsequent expanding gases.

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- Dangerous knives, which are knives with a blade length of greater than three inches measured from the handle to the tip, dirks, daggers, or any Balisong knife or switchblade knife, fitted for fighting and/or stabbing
- Explosive devises of any kind
- Sling shots, clubs, or sand clubs
- Martial arts weapons, such as nunchaku sticks and throwing stars
- Metal knuckles
- Air guns, pellet guns, blow guns
- Any replica or other item that simulates any of the above

“Workplace” is defined as any City building or facility, such as City Hall, Administration Building, Police or Fire Station, Corporation Yard, Sunset Center, parks, recreation sites and facilities, office spaces, storage locations, or any location that the City owns and/or operates or maintains. It also includes City vehicles.

**3. Policy**

In the interest of maintaining a workplace that is safe and free of violence, possession of or use of dangerous weapons is prohibited on City property, in City vehicles, or in any personal vehicle which is used for City business. This prohibition applies even if an individual is licensed in his/her private capacity to carry a concealed weapon. In addition, any other related object carried for the purpose to injure or intimidate others is not permitted. This policy does not apply to law enforcement personnel who are engaged in law enforcement activities.

**Responsibilities**

**Employees**

All employees are responsible for:

- Refraining from acts of violence and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace;
- Immediately reporting to supervisor or manager any dangerous or threatening situations that occur in the workplace; and

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- Reporting to their supervisor/manager situations that occur outside of the workplace which may affect workplace safety, for instance where protection or restraining orders have been issued.

**Supervisors/Managers**

Supervisors and managers are responsible for assessing situations, making judgments on the appropriate response, and then responding to reports of or knowledge of violence and, if necessary, reporting to the Director of Administrative Services and/or the Police Department for investigation.

- Any report of violence will be evaluated immediately and confidentially, and appropriate action will be taken, where possible, in order to protect employees from further violence. Appropriate disciplinary action will be taken when it is determined that City of Rocklin employees have committed acts of violence.
- Where issues of employee safety are of concern, supervisors and managers should evaluate the workplace and make appropriate recommendations regarding a reasonable response.

**Administrative Services and Human Resources**

In so far as is reasonably possible, the Director of Administrative Services and the Human Resources Manager are responsible for developing procedures that are designed to reasonably achieve:

- Prompt and appropriate response to any act of violence;
- Accountability among employees for acts of violence committed in the workplace;
- Establishment of oversight of investigations of violence;
- Establishment of avenues of support for employees who experience violence;
- Establishment procedures and methods for addressing violence in the workplace;
- Communication of this policy and administrative procedures through training of employees, supervisors, and managers; and
- Oversight of the on-going evaluation of the safety of the workplace by department and division management.

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**4. Procedures**

When a violent act occurs:

- If the act or altercation constitutes an emergency, call 9-911 (or from a cell phone call 916-632-4093, which connects directly to dispatch), and then contact your immediate supervisor or manager. In instances that are not emergency situations, contact your immediate supervisor or manager.
- If possible, separate the parties involved in the violent altercation. If parties cannot be separated, or it would be too dangerous to the employee or manager to attempt to separate the parties, call 9-911.
- Contact your department's Director.
- The department Director will contact the Director of Administrative Services, who will take responsibility for coordinating response to the incident.
- In instances that involve emergency situations or criminal activity, the Director of Administrative Services will contact the City Manager and the Police Department. Incidents involving emergency situations and/or criminal activity will be referred to the Police Department for assessment and, if necessary, investigation.
- In instances when it is not appropriate to refer an incident to the Police Department, the Director of Administrative Services will evaluate the situation and make a recommendation regarding the need for an investigation. If an internal investigation is recommended, the Director of Administrative Services and the Human Resources Manager will coordinate the investigation process.

**5. Summary**

Violent actions on City property or facilities, or while on City business will not be tolerated or ignored. Any unlawful violent actions committed by employees or members of the public while on City property, or while using City facilities, will be prosecuted as appropriate. Except for law enforcement personnel who are engaged in law enforcement activities, possession or use of dangerous weapons is prohibited on City property, in City vehicles, or in any personal vehicle which is used for City business. The City intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.