



4.12 WORKPLACE VIOLENCE PROHIBITED

General

The ~~Auditor's Office City~~ recognizes the importance of a violence-free work environment for all employees and the public. The ~~Auditor's Office City~~ will not tolerate any violent actions ~~that~~~~which~~ threaten its employees, customers, vendors or volunteers.

Prohibited Actions

As indicated under "Prohibited Activities" in the **Administrative Rule on Discipline**, employees are prohibited from engaging in physical violence, including engaging in acts of bodily harm or threatening to inflict bodily harm, physical intimidation, or verbal and written threats of violence.

Employees are also prohibited from bringing a "dangerous or deadly weapon" to work or on City property, including parking lots on City property. "Dangerous or deadly weapons" includes ~~a~~ firearms, metal knuckles, straight razors, weapons of the type commonly known as a nunchaku, blackjack, sap, or sap glove, and any type of knife other than an ordinary pocketknife with a blade not longer than three and one-half inches. When carried with intent to use ~~the same~~ unlawfully against another, "dangerous or deadly weapon" also includes any instrument or device capable of inflicting injury to the person or property of another. This rule also applies to explosive devices or material.

This rule applies to all employees regardless of whether an employee possesses a concealed weapon permit.

Authorized Exceptions to this Rule

This rule does not apply to peace officers acting within the scope of their duty, or to any government employee authorized or required by their employment or office to carry or use firearms.

Employee Responsibility

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. ~~Employees shall place safety as their highest concern; and shall report all acts of violence and threats of violence immediately to their supervisor.~~

Who to Contact

~~Auditor's Office City~~ employees are encouraged to immediately discuss such concerns with their immediate supervisor. If ~~the employees~~ does not feel comfortable discussing ~~their~~ concerns with their immediate supervisor, ~~the employees~~ should contact:

- their supervisor's manager; or
- ~~their bureau director; or~~ Management Services; or

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- ~~Bureau of Human Resources staff~~The City Auditor.

In the case where immediate action is required, the supervisor or employees may contact law enforcement ~~personnel~~.

Bureau Auditor's Office
Responsibility

~~Each bureau~~The Auditor's Office shall ensure that all employees are advised of this rule and any ~~bureau~~-specific work rules regarding workplace violence.

Workplace Violence
Prevention

The Bureau of Human Resources, in conjunction with outside contractors, provides periodic training for employees on identifying and dealing with workplace violence issues. Contact the Bureau of Human Resources for information or scheduling of workplace violence prevention training.

Administrative Rule
History

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~
~~Effective April 5, 2002~~
~~Revised July 28, 2003~~
~~September 16, 2005~~
~~November 4, 2011~~
~~Revised December 4, 2013~~
~~Revised April 25, 2016~~
