

Subject: Preventing Workplace Violence	Number: 2-27
	Date Issued: July 9, 1999 Date Revised:
Responsible Department: DAS–Risk Management	Approved:

Policy

The City of Fresno is committed to providing a safe work environment that is free of violence and the threat of violence. The City's first priority is to ensure the effective handling of critical workplace incidents involving actual or potential violence. Violence or the threat of violence, involving any employee of the City of Fresno or any other person in the workplace, is unacceptable.

Definitions and Procedures

1. Should an employee, during working hours, demonstrate or threaten violent behavior, he or she may be subject to disciplinary action up to and including termination and possible criminal prosecution.
2. The following actions are considered examples of violent acts:
 - a. Striking, punching, slapping or physically contacting another person in a hostile manner.
 - b. Fighting or challenging another person to fight.
 - c. Grabbing, pinching, or touching another person in an unwelcome manner.
 - d. Physically or verbally threatening harm to another person, or any action or conduct that implies the threat of bodily harm.
 - e. Exhibiting dangerous, threatening or unwanted behavior.
 - f. Possession, use, or threat of use, of any weapon or object that could be used as a weapon on City property, unless such possession or use is a requirement of the job.
 - g. Stalking another person (as defined in either California Civil Code Section 1708.7 or California Penal Code Section 646.9).
3. Any employee who is the victim of any violent, threatening, or harassing conduct, or is a witness to such conduct, whether the perpetrator is a City of Fresno employee or a non-employee, shall immediately:
 - a. Retreat and reasonably assist others in moving to a safe location.
 - b. Notify the Police Department or security personnel if there is imminent danger.

- c. Report the incident to their supervisor or manager after the immediate danger or risk of harm has passed. If the supervisor or manager cannot be contacted, Risk Management or Human Resources should be notified.
4. City employees who are not required nor specifically trained and equipped shall not attempt to confront a potentially violent person.
5. No one, acting in good faith, who initiates a complaint or reports an incident under this policy, will be subject to retaliation or harassment.
6. Any employee who makes a report under this policy, which the employee knows or should know is false, shall be subject to disciplinary action.
7. Any report of violent behavior by a City employee will be thoroughly investigated. Any disciplinary action will be in accordance with Administrative Order 2-14 and applicable sections of the Municipal Code.
8. In those incidents where there is a possible violation of the law, the incident will be reported to the Police Department for criminal investigation.