



ADMINISTRATIVE REGULATION (AR)

AR-00005 Violence in the Workplace

Effective: 04/08/2009

I. SCOPE:

This Administrative Regulation applies to all City of Loveland departments and all City of Loveland employees including Regular, Temporary and Seasonal and volunteers.

II. PURPOSE:

The Administrative Regulation ensures that all City of Loveland departments and employees are complying with an anti-violence policy that prohibits actual or threatened violence by employees against co-workers, other persons, or property. The City of Loveland is committed to providing a violence-free and safe workplace for its employees.

III. DEFINITIONS:

- Not applicable.

IV. POLICY:

All credible reports of such incidents will be examined and investigated if necessary. The key to prevention is reporting any and all threats. Employees shall immediately report incidents of violence, threats (whether direct or indirect), intimidation and any other disruptive or inappropriate behaviors, whether directed against them or others. The only exception to this is City of Loveland police officers that receive threats from citizens in the normal course of duty.

Warning Signs of Potential Workplace Violence

Employees should understand that certain risk factors and behavior patterns might offer early warning signs of potential violent conduct. The City does not expect employees to become experts in psychology or for any employee to physically confront or subdue a threatening or potentially dangerous individual. On the contrary, the City discourages employees from engaging in a confrontation with any potentially violent or dangerous individual. However, the City does expect employees to exercise reasonable judgment in identifying and reporting potentially dangerous situations in a timely and proper manner as outlined in this administrative regulation.

Prohibited Workplace Behaviors

Every threat of violence at work or involving a work situation is serious and must be treated as such. Threatening behavior can include, but is not limited to such actions as:

- Making a verbal threat to harm another individual or destroy property
- Throwing objects with the intent to damage property or harm or intimidate others
- Making menacing gestures or non-verbal communications intending to intimidate, harass, or create fear
- Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest and affection
- Attempting to intimidate, harass, or frighten others through any indirect or veiled means, inside or outside the workplace
- Engaging in any behavior while on or off City time and/or property that is intended to intimidate, harass, create fear, or harm another person, irrespective of their position or relationship with the City when the behavior would interfere with an employee's performance of his/her job or undermine public trust in the integrity of the City.



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Employees who engage in such behavior may be removed from City controlled property and may be subject to disciplinary action, up to and including termination. Furthermore, employees who become aware of any of the above behaviors, irrespective of whom they may be directed to or where they occurred, must report them immediately to their supervisor. If the person showing such behaviors is the employee's supervisor, the employee must report to Human Resources directly.

Searches and Inspections

The City reserves the right to conduct reasonable searches and inspections of any City controlled property including, but not limited to, offices, desks, tools, vehicles, equipment, computers, electronic documents or files, electronic storage devices, networks, documents, papers or work spaces without notice. Such efforts shall not constitute an intrusion into the privacy of an employee or individual, and as such, employees or said individuals have no expectation of privacy in the workplace or City controlled property with regard to such searches or inspections at anytime.

Protective Orders

In the event an employee obtains a lawfully granted restraining order or any other protective order against any person which includes City controlled property, the workplace or that of others with whom they work, that employee shall report such order, and provide a copy of it to his/her supervisor upon issuance. The supervisor must then contact the Human Resources Director and Risk Manager within 24 hours of receiving the information from the employee. The City reserves the right to monitor such orders and take whatever action it sees fit to enforce this policy and protect its employees relative to such orders. Failure to report attainment of an order in a timely fashion or cooperate with this provision of this administrative regulation may result in disciplinary action, up to and including termination.

Anti-Retaliation

City management will support reasonable efforts made by supervisors and other staff dealing with violent, threatening, intimidating, or other inappropriate behavior in our workplace. No employee shall subject another to retaliation for notifying the City about a real or potential threat whether it involves another employee, a citizen, or any other person with whom they come into contact during the course of their duties.

Basis For Mandate:

- Internal governance

V. PROCEDURE:

Reporting Mechanism

Employees are to report incidents of violence, threats (whether direct or indirect), intimidation and any other disruptive or inappropriate behaviors, whether directed against them or others immediately to their supervisor. If the person showing such behaviors is the employee's supervisor, the employee must report it to the Human Resources Department directly.

Threats or assaults where there is extreme concern for safety should be reported to the Police immediately.



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Upon receiving such a report, supervisors are to immediately contact the Human Resources Department. If a supervisor is unavailable, the employee must contact Human Resources directly. Outside of regular business hours when Human Resources staff is not available, the supervisor or employee must exercise reasonable judgment and decide whether to call the Police Department or, if the matter does not constitute an immediate threat, report it the next regular business day.

If there is concern involving the City Manager, City Attorney, Municipal Court Judge, a City Council member or an employee within Human Resources, the supervisor must advise the City Manager or the City Manager's designee.

Investigation

The City may investigate any complaint, allegation, or actual violation of this administrative regulation. The City will exercise reasonable care in the conduct of its investigation and will protect the privacy of the individuals involved to the extent reasonably possible and practicable. However, the City reserves the right to take whatever action it sees fit to protect its interests, and the safety of its employees and the citizens of the City of Loveland.

Disciplinary Action

Upon completion of a good-faith investigation and forming a reasonable conclusion that this administrative regulation has been violated either in form or in spirit, the City may take disciplinary or corrective action, up to and including termination, against the offender.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

Not applicable.

VII. CITY MANAGER SIGNATURE:

A handwritten signature in blue ink that reads "Don F. Williams".

Don F. Williams, City Manager