



<b>Workplace Violence</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	November 1999	<b>LAST UPDATE:</b>	May 2024
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All City Employees		

**I. PURPOSE**

The purpose of this policy is to provide a preventive plan to protect all employees, visitors, and customers from aggressive behavior and violent acts.

**II. POLICY**

It is the policy of the City of Appleton to provide an environment free from violence. All aggressive behavior and violent acts are unacceptable conduct and will not be tolerated. Under this policy, no acts or threats of physical or verbal violence which affect City of Appleton employees, visitors or customers will be tolerated. Employees who demonstrate such conduct will be subject to corrective action up to and including termination and/or possible civil/criminal prosecution.

The City of Appleton will take appropriate steps to prevent workplace violence from occurring, to enable employees to respond appropriately in the event of workplace violence, and to provide for follow up in the event workplace violence does occur.

**III. DEFINITIONS**

- A. Violent behavior or conduct – any action or threat which is intended to harm or intimidate any person. Violent behavior is also any action or threat to damage property. It does not matter who owns the property that was damaged.
- B. Aggressive behavior or conduct – any action that is threatening in nature and includes, but is not limited, to: verbal assaults, harassment and intimidation, threats, hazing and other forms of verbal abuse.
- C. Weapons – something used to injure, defeat, or destroy (e.g., any type of gun, archery or hunting equipment, non-household purpose knife with a blade more than 3” long, electronic weapons, brass knuckles, throwing stars, billy club, etc.).

**IV. PROCEDURES**

- A. Prevention
  - 1. City of Appleton employees are expected to conduct themselves in a manner conducive to positive relationships and effective teamwork. Behavior that escalates a situation toward aggressive or violent acts is not appropriate for employees or visitors.
  - 2. City of Appleton employees are required to report all restraining orders that they file. The report should be made to any supervisor or the Human Resources (H.R.) Department. The restraining order will be kept in the employee’s confidential personnel file and disposed of when it expires.
  - 3. City of Appleton employees are prohibited from bringing firearms or weapons into any City-owned or occupied building or facility, or carrying firearms or weapons in/on any City-owned vehicle or City equipment during the course of their job duties unless a weapon is part of the standard equipment required for the job. If a City employee chooses to bring a firearm in their personal vehicle on to City grounds, the firearm must be unloaded and stored out of sight in the vehicle.

Notes: Employees may carry pepper spray or other similar legal products for purposes of personal protection. With the Department Director's authorization, members of the Appleton Fire Department, Appleton Police Department-Facilities, Grounds and Construction Management Department Operations staff may carry a non-household purpose knife with a blade up to 4" long to assist in performing their job responsibilities.

## B. Awareness

City of Appleton employees should be aware of behaviors that may be early warning signals of potentially aggressive or violent conduct. Training will be provided to help all employees understand potential warning signs. Such behaviors may include but are not limited to:

1. Verbal or written threats
2. Threatening actions to intimidate or instill fear in ~~coworkers~~ others
3. Bizarre or obsessive behavior.

A sign prohibiting employees and visitors from bringing firearms and weapons into City buildings and facilities shall be posted at the entrances of every City-owned or occupied building.

## C. Reporting

### All Civilian Employees:

1. For any situation that involves an immediate threat of violence, an employee should notify local law enforcement immediately.
2. Employees who believe they have been or are currently subjected to aggressive or violent conduct should report the occurrences to any available supervisor or H.R. immediately.
3. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact any available supervisor or H.R. immediately.
4. An employee who is threatened outside of work is advised to report the occurrence to law enforcement. The employee is also encouraged to contact any available supervisor or H.R. immediately regarding the threat.
5. If an employee sees another employee or visitor with a firearm or dangerous weapon and there is an imminent threat, the employee should call 911 immediately. If there is not an immediate threat, the employee should contact the police department non-emergency number (832-5500) as soon as possible to report the incident, and notify his/her supervisor. The supervisor should then contact H.R.

### Sworn Employees:

#### 1. Citizen vs. Employee Violence

City of Appleton police officers have the statutory authority and responsibility to investigate crimes committed against them. If the investigating officer determines that a violation of the law has occurred, then the officer may make a custodial arrest, refer the complaint to the district attorney's office, or issue a municipal summons. He/she should follow the reporting procedures set by the Appleton Police Department to report such crimes.

#### 2. Employee vs. Employee Violence

- a. Employees who believe they have been or are currently subjected to aggressive or violent conduct or for any situation that involves an immediate threat of violence should call 911, then report the occurrences promptly to an on-duty supervisor or H.R.
- b. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact an on-duty supervisor or H.R. immediately.
- c. If an employee is threatened outside of work, the employee should notify an on-duty supervisor or H.R. immediately.

D. Response and follow-up

The nature and circumstances of each occurrence involving aggressive or violent conduct will dictate the response.

1. If an employee is injured (physically or psychologically) by aggressive or violent conduct, ~~he/she~~ they should seek appropriate medical care. The employee will be required to complete an accident investigation report to be given to ~~his/her~~ their immediate supervisor. A copy of this report should be forwarded to H.R. within 48 hours of the incident.
2. Employees who have been affected by aggressive or violent conduct will be encouraged to utilize the City's Employee Assistance Program (EAP).
3. Employees who are victims of aggressive or violent behavior should report the incident to a supervisor or H.R. so that steps may be taken to protect the employee and co-workers from further aggressive or violent behavior. Depending on the circumstance, considerations will be given to notifying law enforcement. Supervisors should notify H.R of any threats made towards ~~his/her~~ their employees.
4. With the assistance of the Appleton Police Department, the H.R. Director will evaluate the need for additional security measures after an incident. (The Appleton Police Department will evaluate and determine the need for additional security measures for all sworn personnel incidents.)
5. All victims will also receive information regarding the options available to them, both civil and criminal.