



MEMORANDUM
COUNTY EXECUTIVE OFFICE
ADMINISTRATION
County of Placer

TO: Board of Supervisors DATE: April 27, 2021

FROM: Todd Leopold, County Executive Officer
By: Chad Fenstermacher, Management Analyst

SUBJECT: Workplace Violence Prevention Policy (Amended)

ACTION REQUESTED

Adopt a Resolution approving an update to the Placer Administrative Manual for the Workplace Violence Prevention Policy.

BACKGROUND

This request is to recommend an update to the existing Workplace Violence Prevention Policy previously updated by the Board of Supervisors on December 12, 2017. The purpose of the policy is to establish a strong commitment to provide a safe work environment free of violence and threats of violence in all Placer County places of employment. In addition, it sets forth procedures for reporting, investigating, and resolving incidents and reports of acts or threats of violence in the workplace. This policy is intended to reduce the potential for violence in and around the workplace.

The recommended updates to the Workplace Violence Prevention Policy include:

- 1) Clarifying the responsibilities of the supervisors and managers when a threat is brought to their attention
- 2) Contact the Sheriff's Office Dispatch Line for incidents occurring outside the unincorporated areas as well as the County's Threat Assessment Team
- 3) Clarify roles in non-emergency situations.

These updates are recommended by the Placer Administrative Manual (PAM) Committee, comprised of representatives of the Auditor-Controller, County Executive Office, County Counsel, Risk Management, Human Resources, Information Technology and Facility Services.

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution
Exhibit A: Workplace Violence Prevention Policy

Before the Board of Supervisors County of Placer, State of California

In the matter of:

An update to the Placer Administrative Manual
for the Workplace Violence Prevention Policy

Resolution No.: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the purpose of the Workplace Violence Prevention Policy is to establish a strong commitment to provide a safe work environment free of violence and threats of violence in all Placer County places of employment. In addition, it sets forth procedures for reporting, investigating, and resolving incidents and reports of acts or threats of violence in the workplace. This policy is intended to reduce the potential for violence in and around the workplace;

WHEREAS, the existing Workplace Violence Prevention Policy was previously updated by the Board of Supervisors on December 12, 2017;

WHEREAS, the recommended updates to the Workplace Violence Prevention Policy includes:

- 1) Clarifying the responsibilities of the supervisors and managers when a threat is brought to their attention
- 2) Contact the Sheriff's Office Dispatch Line for incidents occurring outside the unincorporated areas as well as the County's Threat Assessment Team
- 3) Clarify roles in non-emergency situations.

WHEREAS, these updates are recommended by the Placer Administrative Manual (PAM) Committee, comprised of representatives of the Auditor-Controller, County Executive Office, Human Resources, Administrative Services, and County Counsel.

BE IT RESOLVED, that the Board of Supervisors, County of Placer, State of California adopts the updated Workplace Violence Prevention Policy.

Exhibit A – Workplace Violence Prevention Policy



Workplace Violence Prevention Policy

1.0 PURPOSE

The purpose of this Policy is to:

- a. Establish a strong commitment to provide a safe work environment free of violence and threats of violence in all Placer County places of employment;
- b. Inform and educate all employees regarding the policy;
- c. Set forth procedures for reporting, investigating and resolving incidents and reports of acts or threats of violence in the workplace; and
- d. Reduce the potential for violence in and around the workplace.

2.0 POLICY

Placer County is committed to providing a safe work environment that is free from violence and threats of violence. The County will not tolerate violent behavior or threats of violence committed by or against County employees, or members of the public, while on County of Placer property or while performing County of Placer business at other locations.

Violations of this Policy will be investigated by the Appointing Authority with the assistance of the County's Threat Assessment Team, and if substantiated, the County through the Appointing Authority, will take disciplinary action up to and including termination of employment.

Placer County prohibits retaliation against any individual who reports an incident under this Policy or participates in an investigation of such reports.

In an effort to provide a safe workplace, Placer County will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault and stalking, in compliance with California law.

3.0 DEFINITIONS

- a. "Violence" in this Policy shall mean an act or behavior that:
 1. is physically assaultive;
 2. a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or fear of harm to persons or property;
 3. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
 4. would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
 5. is a behavior, or action, that a reasonable person would perceive as menacing; involves displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or consists of a communicated or reasonably perceived threat to destroy property.

- b. "Threat" in the policy shall mean: words, action, or a course of conduct that would place a reasonable person in fear for his or her safety.

4.0 PROHIBITED CONDUCT

a. VIOLENCE AND THREATS OF VIOLENCE

Employees should not be subjected to physical or verbal conduct that is violent in nature related to the employee's work or work relationships. No employee is permitted to engage in violence or threaten violence to another employee, customer, or other person. Examples of behavior prohibited by this policy include:

1. Violent physical actions;
2. Direct or implied threats to harm a person or property, including intimidating use of one's body or physical objects;
3. Verbally abusive or intimidating language or gestures;
4. Destructive actions against County property or employee property at the workplace.

b. DANGEROUS AND DEADLY WEAPONS

In the interest of maintaining a workplace that is safe and free from violence, except as hereinafter provided, possession or use of a dangerous or deadly weapon is prohibited in County facilities, in County vehicles, or in any personal vehicle which is used for County business.

A dangerous or deadly weapon is defined by California law, and includes any instrument capable of producing great bodily harm, in a manner, under circumstances, and at a time and place that manifests the intent to harm or intimidate another person or that warrants alarm for the safety of another person.

Exceptions to dangerous weapon prohibitions:

1. Placer County employees may possess a firearm on County property if:
 - i. The employee is engaged in law enforcement activities or other County work related activities which require the employee to possess a firearm; or
 - ii. The employee is legally in possession of a firearm and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on County property. In such instance, the firearm may not be brought into the workplace, used by the employee in the performance of his or her work duties, or kept in the presence of co-workers or customers. An employee who possesses a firearm in such circumstances may be held personally liable for the cost of property damage or injury to others caused by the employee's possession or use of the firearm.
2. Placer County employees who carry Oleoresin Capsicum, commonly known as "OC spray" or "pepper spray" for personal protection, while coming to and going from work may bring the canister onto a County worksite if:
 - i. The employee's possession of pepper spray is in compliance with state and federal law;
 - ii. The employee obtains prior written approval of his or her appointing authority to possess pepper spray at the worksite.

An employee who carries pepper spray for his or her personal protection while coming to and going from work may be held personally liable for the cost of property damage or injury to others should the canister discharge.

5.0 RESPONSIBILITIES

- a. Each Department Head should assess the potential for violence in the workplace and take measures to maintain workplace safety, including updating, implementing and educating employees about the Department's Emergency Action Plan.
- b. Every employee has the responsibility to immediately report to a supervisor or manager any violations of this Policy. This includes employees who are aware of violence or threats of violence that may create a risk of harm to the employee or others in the workplace. All reports will be promptly and thoroughly investigated.
- c. ~~Supervisors and managers should monitor the workplace and promptly assess any violent or threatening behavior.~~ If a violent action or threat is brought to the attention of a supervisor or manager, an evaluation of the severity of the situation must be made immediately. In such instance, the supervisor or manager should:
 - 1. ~~In the case an emergency or if there is a likelihood of imminent violence~~ Contact 9-1-1 ~~(9-9-1-1 when calling from county office lines)~~ ~~if there is a likelihood of imminent violence~~, and follow the Department's Emergency Action Plan. When safe to do so, contact the Sheriff's Office Dispatch Line at (530) 886-5375 for incidents occurring outside the unincorporated area of the County, the Department Head and the County's Threat Assessment Team through the County Executive Office-Risk Management Division at (530) 886-2600. Non-management employees should contact 9-1-1 (9-9-1-1 when calling from county office lines) if their supervisor or manager is not immediately available.
 - ~~2.~~ In non-emergency situations, Determine if further action is needed. If so, notify the Department Head and contact the County's Threat Assessment Team ~~through the County Executive Office-Risk Management Division at (530) 886-2600 or (530) 886-2612~~ at the phone numbers listed above.
 - ~~3.~~ If the incident involves allegations of injury to a person or property damage, complete an Incident Report.
- d. The County considers all threats of violence seriously. The County's Threat Assessment Team ("TAT") is comprised of management personnel from the Sheriff's Office, Human Resources Department, Health and Human Services Adult System of Care/Mental Health, the County Counsel's Office, and the County Executive Office. The TAT investigates reports of actual or threatened violence, assesses the risks, and makes recommendations for action.
- e. If an employee has a restraining order against another employee or that involves the County workplace, the employee should report it to his/her supervisor or manager. A copy of the restraining order (only) and proof of service should be retained on site to assist law enforcement in the event an incident occurs, and to facilitate the Department's efforts to provide a safe workplace.
- f. An employee who is a victim of domestic violence, sexual assault, or stalking and

needs a reasonable accommodation which may include safety planning or other actions to increase safety in the workplace should promptly advise his or her supervisor, manager, or staff of the Human Resources Department. Discrimination, harassment, and/or retaliation against an employee based upon his or her status as a victim of domestic violence, sexual assault and/or stalking is prohibited.

