



## 1.0 Scope and Application

The County of Kenosha is committed to providing a safe and secure working environment for our employees and customers. The County of Kenosha will not tolerate any harassment, intimidation, violent act, or threat of violence against any employee, visitor or client. This includes any direct, conditional or implied threat, intentional act, or other conduct, which reasonably arouses fear, hostility, intimidation, or the apprehension of harm. The County of Kenosha will take steps to prevent and respond to all instances of violence and threats of violence, which occur on our premises or in the performance of official business outside of the premises.

## 2.0 Responsibilities

Risk Manager:	Support and management of this policy.
Department Heads:	Implementation of policy and development of specific exposure control plan and procedures for their operation(s). See Section 7.6
Supervisors:	Ensure policy is adhered to by all employees. See Section 7.6
Employees:	Follow policy requirements. See Section 7.6

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge. All employees have a responsibility for fostering and maintaining a safe and secure workplace. All employees are also expected to adhere to specific security and safety procedures as prescribed by their division or worksite management. All employees have a duty to report any knowledge of such acts or threats to their supervisors. Employees should note in their inspection files/reports where past specific behavior indicates the existence of anger and hostility; where a significant enforcement action is being taken; or where other behaviors, experiences, attitudes, etc. indicate a potential problem. This information shall be shared with their supervisors and other

When notified that an employee has been assaulted, threatened with bodily harm or has threatened to harm themselves, supervisors have a responsibility to respond in a timely and appropriate manner.

## 3.0 Departmental Policies and Requirements

This policy represents minimum requirements for responding to and addressing workplace violence. Specific departmental policies may be developed provided that they do not conflict with the requirements contained in this policy unless approved by the County Risk Manager.



#### **4.0 Definitions**

Workplace Violence: Any threat, act or other action, verbal or otherwise, that has the potential to result in injury or illness, mental or physical, to any individual in a workplace setting.

#### **5.0 Training**

Department Heads are required to ensure that the requirements of the policy are appropriately communicated to affected employees.

#### **6.0 Documentation Requirements**

The completion of an Assault/Threat Report and witness statements are required to be submitted to Risk Manager within 24 hours of any workplace violence event.

#### **7.0 Requirements**

1. Conduct prohibited by this policy includes, but is not limited to: physical attacks; any unwanted contact such as hitting, fighting, pushing, or throwing objects; verbal or non-verbal threats; any veiled, direct, or conditional suggestion of physical harm; verbal abuse or harassment acts or language intended to scare, menace or intimidate. Sexual harassment is not covered under this policy unless such harassment also involves acts or threats of violence.
2. No weapon shall be brought into the workplace. Banned weapons include firearms and other objects intended to cause harm to oneself or others. Use of any object, as an actual or intended weapon, shall be considered a violation of this policy. Only law enforcement or security personnel who are required to carry a weapon as part of their official job duties are exempted.
3. Appropriate disciplinary, administrative or criminal action shall be taken against any person who violates sub-sections 1 and 2 of this policy as described above.
4. Any person who engages in an act of violence or alleged act of violence in a County of Kenosha facility may be removed from the workplace by law enforcement officials as quickly as safety permits.
5. The Crisis Management or Safety Team will meet as necessary to review reported incidents of workplace violence, to recommend appropriate action to implement this policy, and to develop proposed revisions to this policy. Other program managers, health and safety committee representatives, legal specialists, police officials, union



representatives, or others may be called upon to work with the team as circumstances warrant.

The Crisis Management Team shall include:

- Director of Personnel Services
- County Risk Manager
- Appropriate Department Head

6. The following responsibilities are designated for each job classification listed:

**Employee Responsibilities:**

- Remove yourself from the threat as soon as possible.
- Obtain emergency police intervention or medical response if required (Dial 9-1-1 as necessary). Ask the police for a disorderly citizen response, and ask to have him/her arrested. The police will have a good idea if this is warranted, on a case-by-case basis. Disorderly conduct charges, or other counts may be appropriate for making threats against a public official, yelling, swearing, etc., in front of a member of the public. Ask for a “NO-Contact” order as a condition of bond and condition of “supervision.”
- Notify immediately the manager/supervisor of the work unit if you are victim of, or a witness to, an act of violence or other violation of this policy.
- Document the assault/threat (in writing) as soon as possible after the incident occurs.
- Assist management in the completion of an Assault/Threat Report.
- Cooperate with any subsequent investigation of workplace violence incidents.

**Department/Division Heads:**

- Assess reported incidents to determine the need to involve the Crisis Management or Safety Team.
- Advise unit management on appropriate incident response measures.
- Conduct or assist in the investigation of workplace violence incidents.

**Supervisors:**

- Notify immediately the Director of Personnel Services, Risk Manager, and Department/Division Head.
- Obtain written statements from witnesses once the situation has been brought under control.
- Complete an Assault/Threat Report and forward the completed form and witness statements to the Risk Manager within 48 hours of the occurrence.
- Assist in, or cooperate with, subsequent investigations of workplace violence incidents.



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- Assist in identifying potentially dangerous situations and the development of procedures to address those situations.
- Ensure that employees are aware of this policy on workplace violence.
- Assist the Crisis Management or Safety Team in identifying additional measures that can be taken to reduce workplace violence.
- Participate in any investigations.

**Legal Counsel Responsibilities:**

- Determine and initiate appropriate administrative/legal action, if necessary.

**Personnel Director & Risk Manager:**

- Review the accident report and injury report promptly.
  - Advise employee of assistance available.
  - Advise managers/supervisors on disciplinary actions and procedures.
7. When information about intimidating, threatening or violent behavior is made known to the Personnel Division, the Director & Risk Manager will take appropriate steps to initially assess the level of risk and try to prevent harm from occurring or reoccurring. The Personnel Director will consult with the appropriate employee(s), supervisor(s), and manager(s) and will offer assistance in finding aftercare services of employees involved in an incident of workplace violence. This may include one-on-one counseling, critical incident stress debriefings and/or other forms of assistance as deemed necessary and requested by the employee.
  8. If an employee obtains court-ordered protection that extends to the workplace from any individual, the employee is required to notify his/her supervisor or designated Crisis Management/Safety Team member.
  9. The Risk Manager will be responsible for maintaining records on workplace violence.
  10. Copies of this policy shall be distributed to all current employees.

**End Policy**