

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

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Workplace Violence

OVERVIEW: This policy establishes that violent behavior of any type will not be tolerated and that procedures are in place to prevent or respond to acts of violence by or against County employees.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners who are on duty or on County property or are acting in an official capacity as a representative of the County at the time the workplace violence incident occurs. This policy does not apply to County employees who are off duty and off County property.

PROVISIONS:

1. **Policy.** County employees are prohibited from committing or threatening to commit any act of workplace violence.
2. **Training.** County employees will be trained in risk factors associated with workplace violence, and the proper handling of emergency situations in order to minimize the risk of violent incidents occurring in the workplace.
3. **Disciplinary Action.** An employee who commits an act of workplace violence may be subject to disciplinary or remedial action as provided by the Disciplinary Policy.
4. **Implementation.** The workplace violence policy will be the responsibility of the Incident Response Team.
 - a. **Duties of the Incident Response Team.** The Incident Response Team shall coordinate County response efforts to individual incidents of workplace violence.
 - i. The Incident Response Team may direct an investigation into the facts and circumstances surrounding an alleged incident of workplace violence and shall determine whether the alleged incident actually occurred.
 - ii. The Incident Response Team may take measures it deems necessary to alleviate the incident or prevent the occurrence of further incidents.
 - iii. Actions of the Incident Response Team will not excuse the employee from the disciplinary process.
 - b. **Membership.** The Incident Response Team shall be made up, at the minimum, of the following people, or designees:
 - i. The Human Resources Manager (Chair)
 - ii. The affected department director
 - iii. The County Attorney
 - iv. Risk Manager
 - c. **Committee on Workplace Violence.** The Committee on Workplace Violence shall meet, on a semi-annual basis, to assess the vulnerability of the County's offices

and work sites to workplace violence, and to reach agreement on preventive actions and recommendations.

- i. The Committee on Workplace Violence shall be made up of the following people, or their designees:
 1. The Human Resources Manager (Chair)
 2. The Risk Manager
 3. The County Attorney
 4. The County Manager
 5. The Crisis Center Director
 6. The Equal Opportunity Director
 7. The Administrative Services Director
 8. Director of Office of Victim Services
5. **Reporting Workplace Violence Incidents.** All County employees are responsible for notifying their Manager and the Human Resources Office of any incidents of workplace violence or of any threats that they have witnessed, received or have been told that another person has witnessed or received.
 - a. Even without an actual threat, employees should notify their supervisor or director that they have witnessed behavior that they regard as threatening or violent, when that behavior is job related or might be carried out on County property or is related to County employment in any way.
 - b. Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person and persons who were threatened or were the focus of the threatening behavior.
6. **Notification of Restraining Order.** County employees who have applied or obtained a protective or restraining order which lists work related County locations as protected areas must provide to their supervisor and the Human Resources Manager a copy of any temporary or permanent protective or restraining order.
7. **Associated Definitions**
 - a. County Employee. Any person working for and receiving compensation from the Alachua County Board of County Commissioners, regardless of the location at which such work is performed. County employees include, but are not limited to, contract personnel and temporary personnel.
 - b. Workplace Violence. Workplace violence includes but is not limited to: murder, assaults or battery (intentional offensive touching or application of force or violence to another), threats or other acts of physical violence against County employees, stalking (willfully, maliciously and repeatedly following or harassing another person) while either the stalker or victim is on the job, at their place of employment or while performing the duties of their job.

County Manager

County Attorney