

## *P.O. 240 Violence in the Workplace*

Effective From:	02-28-19	Effective To:	Current
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### *NN. P.O. 240 - Violence in the Workplace*

#### 1. DEFINITIONS

- i) Employee - An individual who works for the Louisiana State Police on a full-time, part-time, or temporary basis. It includes volunteers, contractors, and consultants engaged to perform services for the Department.
- ii) Workplace - All Department facilities, premises, or equipment and any location where employees are engaged in Department business.
- iii) Dangerous Weapon - A substance or instrumentality which has the capability to produce death or serious bodily injury; or an object that is not an instrument capable of inflicting death or serious bodily injury, but closely resembles such an instrument; or an object used in a manner that creates the impression that the object was such an instrument as judged by a reasonable person.
- iv) Workplace Violence - Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the workplace. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors.
  - a) Some examples may include, but are not limited to the following:
    - i) Use, attempted use, threatened use, or intimation of use of physical force against another person.
    - ii) Destruction or threats to destroy or damage Department or personal property of another.
  - b) The legal and necessary use of force by a peace officer while in the course and scope of his duties does not constitute workplace violence.

#### 2. POLICY

- i) It is the Department's policy to promote a safe environment for its employees and to communicate the attitude that violent behavior will not be excused or tolerated.
- ii) Violence, threats, harassment, intimidation, or other disruptive behavior in the workplace will not be tolerated. All reports of such incidents will be promptly and thoroughly investigated.
- iii) Inappropriate behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- iv) An employee who commits an act of violence may be removed from the premises and may be subject to disciplinary action and/or criminal penalties. The perpetrator shall be held accountable regardless of employment, position or status.
- v) During an investigation, the Department may suspend employees suspected of workplace violence or threats of violence in accordance with State Civil Service rules, State Police Commission rules, and Department policy and procedures.
- vi) Any employee found to be responsible for threats of actual workplace violence or other conduct that is in violation of this policy will be subject to disciplinary action up to and including termination of employment.
- vii) Firearms and dangerous weapons are banned unless expressly authorized by the Deputy Secretary or his designee.
- viii) An employee who makes a good-faith report of workplace violence, reports a credible threat of workplace violence, or assists the Department in a workplace violence investigation shall not be retaliated against.
- ix) Cooperation of all employees is imperative to implement this policy effectively and to maintain a safe working environment. Employees should not ignore violent, threatening,

harassing, intimidating or other disruptive behavior.

- x) Employees who observe such behavior on Department property shall report the behavior to a supervisor.
- xi) Behavior requiring immediate attention should be addressed by either a commissioned officer of the Department or local law enforcement if available and appropriate.

### 3. RESPONSIBILITIES

- i) Employees
  - a) An employee shall report to his supervisor all occurrences of workplace violence involving the employee.
    - i) If the incident involves an employee's direct supervisor, the employee shall make the report to the next supervisor in the chain of command.
  - b) An employee shall cooperate with DPS personnel officially involved in a workplace violence complaint or investigation.
- ii) Supervisors
  - a) Supervisors shall monitor daily activity in the workplace, identify potential violent incidents and take appropriate action to divert such disturbances in the workplace.
  - b) Upon receipt of a complaint or report of workplace violence from an employee, the supervisor shall notify his appropriate Deputy Superintendent through his chain-of-command. The Supervisor shall obtain an Incident Report (DPSMF 3134) from each employee who is a witness or party to a credible threat or act of violence. Attempts should be made to obtain a written statement from non-employee witnesses. The Incident Reports and written statements shall be forwarded through the chain-of-command to the Assistant Superintendent and Internal Affairs. Internal Affairs shall review and investigate all reported complaints/incidents of workplace violence.
- iii) Deputy Superintendent
  - a) Immediately upon being made aware of a workplace violence complaint, the Deputy Superintendent shall notify the Assistant Superintendent and Internal Affairs of complaints regarding workplace violence.
  - b) The Assistant Superintendent may, in accordance with State Civil Service rules or State Police Commission rules, place the alleged perpetrator on suspension pending investigation.
- iv) Internal Affairs
  - a) Internal Affairs shall complete a detailed report in connection with all investigations of workplace violence. The report shall be forwarded through the employee's chain-of-command to the Superintendent for recommendations of discipline and/or corrective action, if warranted. The Superintendent shall take appropriate action based on the findings of the investigation.
  - b) Internal Affairs shall establish a uniform reporting system to track all workplace violence incidents and maintain all related records in accordance with public records laws and the department's record retention policy.

### 4. CONFIDENTIALITY

- i) Confidentiality of the reporting employee shall be protected at all times. Employees will be informed on a need-to-know basis, and only to the extent provided by law.