



Violence Free Workplace

Administrative Regulation | Workplace Safety & Return-To-Work | #10.03

Effective Date: December 4, 2015
Revised Date: June 25, 2025
Supersedes: August 23, 2024

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

Purpose

The regulation ensures a safe and secure work environment for all ***employees***, contractors, visitors, and members of the public.

Scope

This regulation applies to all *employees*, volunteers, interns, contracted workers, and Councilors who are present on City property or engaged in City-related activities, regardless of location.

Law enforcement *employees* are permitted to use force as authorized by their department's general orders.

Employees, other than duly authorized police personnel, who hold concealed handgun permits under ORS Chapter 166 are not exempt from this policy and are prohibited from possessing a handgun while performing their duties as a City *employee*.

Policy

Employees are prohibited from engaging in ***violence***, including acts of bodily harm, physical intimidation, or verbal or written ***threats of violence***.

The City maintains a zero-tolerance approach toward any *threats* or acts of *violence* made by an *employee* against another *employee* or a member of the public, including *threats* to their life, health, well-being, family, or property.

Employees are encouraged to remain alert to any potential signs of *violence*. Should a violent incident develop, the priority should be the safety of *employees* and other people in the area.

Employees may carry pocketknives with blades up to three and one-half (3.5) inches in length.

Employees may not carry ***dangerous weapons*** and are prohibited from bringing ***deadly weapons*** to the ***workplace***, including parking lots on City property.

Procedure

1. Reporting Procedure

- a. All *employees* have an obligation to report any incidents that pose a real or potential risk of harm to *employees* or others associated with the City.
- b. Reports should be made to a supervisor, an HR representative, or any member of management.
- c. In cases of imminent danger, *employees* should contact law enforcement immediately by calling 911.

2. Investigation

- a. Upon receiving a report of an act of workplace *violence* or a potential act of workplace *violence* by a City *employee*, Human Resources will initiate a confidential and timely investigation.
- b. Human Resources will assess the situation and refer it to the Springfield Police or other agencies as appropriate.

3. Support of Affected Employees

- a. The City is committed to supporting *employees* who are affected by workplace *violence*. This may include providing access to counseling services, medical care, or other resources as needed.

4. Training

- a. The City will provide regular training to all *employees* on the Violence-Free Workplace Policy and related procedures to ensure awareness and understanding of the policy.

Definitions

Term:	Definition
<i>Dangerous Weapon:</i>	Refers to any object, device, or instrument designed, intended, or used to inflict bodily harm, cause injury, or incapacitate another person. This includes firearms, large knives, explosives, clubs, or any other item used with intent to cause harm. Pepper spray is excluded when carried and used in compliance with the City's Pepper Spray Administrative Regulation.
<i>Deadly Weapon:</i>	Any object, device, or instrument that is inherently capable of causing death or serious bodily injury. This includes, but is not limited to, firearms, knives with blades over 3.5 inches, explosives, and any object used with the intent to cause serious harm, regardless of its original design or purpose.

Employee: For the purpose of this regulation, refers to any employee, officer, volunteer, intern, independent contractor, or other individual performing work on behalf of the City.

Threat: Any verbal, written, or nonverbal expression of intent to inflict physical harm. A statement constitutes a threat regardless of the speaker’s ability to carry it out or the immediacy of the threat.

Violence: Any action or threat of action that causes a person to fear for their personal safety. This includes acts of intimidation, hostility, aggression, humiliation, physical abuse, verbal threats, shouting, hitting, throwing objects, or any action that creates a threatening environment.

Weapon: Any firearm or other object defined as a weapon under Oregon or federal law. This includes common items used in a threatening or violent manner.

Workplace: All places where City business occurs, including City buildings, surrounding property (parking lots, sidewalks, driveways), City vehicles, off-site work locations, City-sponsored events, and travel conducted for City business.

Related Resources

Administrative Regulations:

- [Corrective Action](#)
- [Crime Victim Leave](#)
- [Domestic Violence Leave and Accommodation](#)
- [Investigations](#)
- [Pepper Spray](#)