

VILLAGE OF ARDSLEY
WORKPLACE VIOLENCE POLICY AND PROCEDURES

The Village of Ardsley has a long-standing commitment to promoting a safe and secure work environment that promotes the achievement of its mission of serving the public. All employees of the Village of Ardsley are required to maintain a working environment free from violence, threats of harassment, intimidation or coercion.

The purpose of this policy is to address the issue of potential workplace violence in our Village, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

POLICY

The Village of Ardsley prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given serious attention. Individuals who violate this policy may be removed from the Village property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Village policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the Village's Policy against Sexual Harassment.

The Village, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on Village property unless necessary to transact Village-related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

SCOPE

All employees, members of the public, vendors, contractors, consultants, and others who do business with the Village, whether in a Village facility or off-site location where Village business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the Village, such as former employees and visitors. When employees have complaints about other employees, they are required to contact their supervisor.

DEFINITIONS

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the work environment, or the Village's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

1. Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
2. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
3. Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence or intent to cause harm to individuals or property.
4. Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the Village, except sworn police officers, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to Village property without specific written authorization from the Village Manager or Chief of Police, regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Reporting of Incidents

1. General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence shall not be ignored by any member of the Village. Workplace violence should promptly be reported to the appropriate Village official (see below). Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all employees of the Village take this responsibility seriously to effectively maintain a safe working and learning environment.

2. Imminent or Actual Violence

Any person experiencing or witnessing imminent danger or actual violence involving weapons or injuries to persons are required to call 911 or notify their supervisor immediately. Silent "panic" alarms have been provided in most departments to enable departments to alert the police.

3. Acts of Violence Not Involving Weapons or Injuries to Persons

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to the Chief of Police. The Chief of Police shall work with the Village Manager on an appropriate response.

4. Commission of a Crime

All individuals who believe a crime has been committed against them are required to report the incident to the appropriate law enforcement agency.

5. False Reports

Employees of the Village who make false and/or malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

6. Incident Reports

Individuals will report incidents of workplace violence consistent with the Workplace Incident Report Form (see below).

RESPONSIBILITIES

1. Village Manager

The Village Manager shall be responsible for the implementation of this policy. This responsibility includes dissemination of this policy to all Village employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all Department Heads, managers and supervisors are aware of their responsibilities under this policy through internal communications and training.

2. Chief of Police

The Chief of Police, or designee, is responsible for responding to, intervening, and documenting all incidents of violence in the workplace. The Chief of Police, or designee, will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident. All Village officers should be knowledgeable of when law enforcement action may be appropriate. The Village Manager will maintain an internal tracking system of all threats and incidents of violence.

Police Officers will be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.

The Chief of Police will work closely with the Village Manager when the possibility of workplace violence is heightened, as well as on the appropriate response to workplace violence incidents consistent with Village policies, rules, procedures and applicable labor agreements, including appropriate disciplinary action up to and including termination.

When informed, the Chief of Police will maintain a record of any Orders of Protection for staff and employees. Police escort service may be provided for employees within the Village's geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police.

3. Supervisor/Department Head

Each executive officer, administrator, Department Head or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must immediately report to the Village Manager or the Chief of Police any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware of or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the Village Manager/Chief of Police and/or immediate supervisor, the supervisor should keep it confidential and not disclose it further, except as necessary during the investigation process and/or subsequent proceedings.

In the event of imminent or actual violence involving weapons or potential physical injuries, supervisors are required to contact the Police Department immediately and subsequently the Village Manager.

4. Employees and Staff

Employees and staff must report workplace violence, as defined above, to their supervisor. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the employee's supervisor should be brought to the attention of the Village Manager and/or Chief of Police.

Employees who have obtained Orders of Protection are required to notify their supervisor and the Village Manager and/or Chief of Police of any orders that list the Village locations as protected areas.

Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace are required to notify the Village Manager and/or Chief of Police. Confidentiality will be maintained to the fullest extent possible.

5. Office of the Village Manager

The Village Manager is responsible for providing the necessary resources to the Chief of Police and supervisors in responding to workplace violence; facilitating appropriate responses to report incidents of workplace violence; notifying the Chief of Police of workplace violence incidents reported to that office; and consulting with, as necessary, counseling services to secure professional intervention.

The Village Manager shall provide new employees with a copy of the Workplace Violence Policy and Procedures and ensure that employees and staff receive appropriate training. The Village Manager will also be responsible for disseminating this policy to all staff members, as well as posting this policy at Village buildings.

EDUCATION

The Village Manager is responsible for providing opportunities for training in the prevention and awareness of workplace violence. Additionally, training shall be provided by third party vendors. The enforcement of this policy shall be the responsibility of all supervisors and the Village Manager and/or Chief of Police, depending on the circumstances.

CONFIDENTIALITY

The Village shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The Village will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of employees and staff of the Village would be served by such action.

RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigation, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

POLICY STATEMENT:

END OF PROCEDURE

Village Manager Authorization: _____

MEREDITH S. ROBSON

VILLAGE OF ARDSLEY
WORKPLACE VIOLENCE PREVENTION PROGRAM

The Village of Ardsley is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority to responsible parties so that our goals and responsibilities can be met.

All managers and supervisors are responsible for implementing and maintaining our WVPP. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of the policy statement and our WVPP is readily available to all employees in each department.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of the Village of Ardsley government is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Our program will be reviewed and updated annually.

What is Workplace Violence?

The National Institute of Occupational Safety and Health (NIOSH) defines workplace violence as the violent acts, including physical assaults and threats of assault, directed towards persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. These incidents could take place on Village property, or in the community where municipal services are delivered. For example, an angry argument between co-workers in an employee vehicle parking area before or after work hours is included.

Workplace violence is not just the potential physical assault or threat of assault between a Village employee and a non-employee, but also between Village co-workers. It is possible that various factors in the employees' personal lives can be brought into the workplace environment that could result in workplace violence. The root causes of workplace violence incidents are often NOT conflicts or disputes about the work itself or work assignments.

Workplace Violence Types of Incidents

1. Non-specific threats of violence by an employee to another employee or non-employee
2. Specific threats of violence by an employee to another employee or non-employee
3. Threats of violence directed against an employee or non-employee
4. Violence confrontation by a spouse or significant other/domestic partner with an employee over a non-workplace personal/domestic dispute that occurs at the workplace
5. Threats or threatening conduct by a disgruntled or former employee(s)
6. Violent altercations between co-workers or employee(s) and supervisory staff
7. Assaults of any type by intruder
8. Employee bullying of other employees
9. Verbal abuse and threats directed at or by employees or non-employees
10. Forms of harassment
11. Emotional abuse
12. Other as defined by the situation

Workplace Violence Prevention Program Threat Team

The Employee Advisory Committee created by the Village Manager will function as the Workplace Violence Prevention Program Threat Team in making an assessment of the potential incident.

Hazard Assessment

The Village has identified three tier levels of potential workplace violence exposure. Tier 1 represents the highest level of exposure. Tier 2 has less exposure. Tier 3 has little or no potential workplace violence exposure.

TIER 1

1. Exchanging money with the public.
2. Issuance of building permits, certificates of occupancy, and other Village Code enforcement actions and inspections.
3. Traveling alone with cash or checks to make bank deposits.
4. Police involvement with violations and criminal activity; apprehension of suspects, etc.
5. Other

TIER 2

1. Working alone, development site visits, or off site meetings.

2. Working late at night or early in the morning.
3. Working away from Village Hall or other Village facilities in scheduled routes of delivery or collection, snow and ice control, etc.
4. Situations involving frequent interactions with the public.

TIER 3

1. All others not listed in Tier 1 or 2.
2. Other

Workplace Violence Hazard Control and Prevention

Employees will be trained and provided with a copy of the Workplace Violence Policy and Workplace Violence Program annually. The program will be assessed annually with employee representatives and any changes deemed necessary and warranted will be addressed.

Specific issues to be addressed are as follows:

1. Employees working hours outside the "regular" work day will be directed to check in periodically, via telephone, with the police dispatch desk to notify the police that they are safe, unless other supervision practices are in place and available. The Chief of Police and the Highway Foreman and/or other appropriate supervisor will determine the appropriate time interval to be used for these periodic checks depending on the perceived risk of individual activities. If employees fail to call in, the police dispatch will attempt to contact the employee. Failure to contact the employee will result in a police check of the area to which the employee was assigned to work to ensure employee safety.
2. The Community Center will be upgraded in FY 2019-2020 to incorporate a key fob system and surveillance cameras.
3. When the new Highway Garage is built, it will include a key fob system and surveillance cameras.
4. Police officers have received and will continue to receive training on safe and appropriate ways to deal with violators and criminals.

WORKPLACE INCIDENT REPORT

Date of Report: _____

Identification of the Complainant

Name: _____

Gender of Complainant: _____

Job Title: _____

Department: _____

Telephone Extension: _____ Email Address: _____

Additional Information (Optional – cell phone, home email address, etc.):

Workplace Violence Incident

Date of Incident: _____

Time of Incident: _____

Employee Making Report: _____

Job Title: _____

Workplace Location: _____

Exact Location of Incident: _____

Name of Alleged Aggressor/Threat Maker/Perpetrator: _____

Gender of Aggressor: _____

Job Title of Aggressor: _____

Department: _____

Telephone Extension: _____ Email: _____

Additional Information (Optional – cell phone, home email address, etc.):

Complainant's Link with the Aggressor (co-worker, supervisor, subordinate, etc.):

What Events Occurred Immediately Prior to the Incident?

What was the Specific Language of the Alleged Threat/Harassment?

Detailed Incident Description (Provide Specific Details of the Alleged Threat or Act of Violence):

(Use Attached Addition Sheet if Necessary)

Provide All Statements Made by the Alleged Threat Maker/Aggressor:

Did the Incident Cause an Injury or Consequences for the Complainant? (If Yes, Specifically Describe the Injury or Consequences):

Did the Complainant Seek Medical Attention? (If Yes, Provide all Details of the Medical Attention Provided):

Describe the Conduct and Appearance of the Threat Maker/Harasser (Physically and Emotionally):

Name of Witness	Telephone Number(s)	Email Address(es)
1.		
2.		
3.		
4.		

(Use Attached Additional Sheet for Witnesses if Necessary)

Was the Threat/Harassment Immediately Reported to a Supervisor, the Village Manager or Chief of Police? (If Yes, What Happened to the Threat Maker/Perpetrator):

Name of Supervisory Staff Involved and How They Responded if Notified:

Was Local Law Enforcement Notified? (If Yes, What Action Was Taken):

What Remedy, if any, Does the Complainant Request?

Signature of Individual Making Report

For Employer Use Only

What Remedy, if any, Does the Complainant Request:

What Happened to Assailant? (Final Disposition of Incident) Describe Specifically (Arrest, Discipline, Demotion, Suspension, etc.):

Name of Person Completing this Form: _____

Job Title: _____

Phone Number and Email Address: _____

Relationship to Complainant: _____

Date Investigation Completed: _____

Signature of Person Completing Report