

CITY AND BOROUGH OF JUNEAU

Administrative Policy 02-~~8~~⁰³

VIOLENCE IN THE WORKPLACE

The City Manager of the City and Borough of Juneau, Alaska, pursuant to the authority granted by the CBJ Charter, enacts the following policy:

I. SCOPE

This policy applies to all employees of the City and Borough of Juneau under the general direction of the City Manager, City and Borough Attorney or the Airport Board.

II. POLICY

The City and Borough of Juneau (CBJ) is committed to promoting a safe work environment for its employees, customers and others visiting CBJ facilities or conducting business with CBJ. The CBJ will not tolerate violence, threats of violence, possession of a prohibited weapon, intimidation, or other frightening or disruptive behavior committed by or against CBJ employees while conducting CBJ business. All incidents will be taken seriously and will be investigated and dealt with according to the severity of the incident.

This policy incorporates the CBJ's Drug Free Workplace Policy, Administrative Policy 97-06 Harassment Prohibited, and Administrative Policy 98-03 Telecommunications Policy.

III. PURPOSE

It is the purpose of this policy to:

- A. establish and communicate the City and Borough of Juneau's commitment to promoting a safe work environment free of acts or threats of violence;
- B. provide guidance to employees regarding the prevention of violent incidents;
- C. provide guidelines to employees for reporting and responding to violent incidents.

IV. POLICY GUIDELINES

A. VIOLATIONS

- 1) It is a violation of this policy:

- a) for an employee to engage in any act of violence, threat of violence, intimidation or other act that could reasonably be regarded as workplace violence;
- b) for an employee to possess a prohibited weapon, as defined in this policy, on CBJ property, in CBJ vehicles, or in a private vehicle when the vehicle is being used to conduct CBJ business;
- c) for an employee, supervisor, or administrator to knowingly fail to report or knowingly fail to take action under this policy;
- d) for a supervisor or manager to fail to promptly investigate and take action in response to a report under this policy;
- e) to retaliate against any employee who reports or assists a fellow employee in reporting workplace violence or who cooperates in an investigation of workplace violence;
- f) for an employee who witnesses or has knowledge of a violation or an alleged violation of this policy to fail to aid and cooperate in any investigation.

B. DISCIPLINE

Violations of this policy may result in disciplinary action up to and including dismissal.

V. CONFIDENTIALITY

The employer will endeavor to hold as confidential information disclosed by an employee pursuant to an investigation.

VI. DEFINITIONS

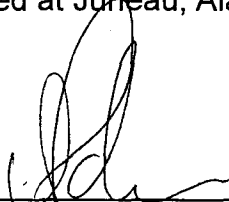
- A. Intimidation** includes any action, gesture or communication that could reasonably be interpreted as intended to frighten, coerce, or cause an individual to be concerned for their personal well-being or safety.
- B. Physical Attack** is hostile or aggressive physical contact, or attempted contact, that could reasonably be interpreted as intended to cause harm, including, but not limited to, hitting, slapping, spitting, fighting, pushing, shoving, throwing objects, grabbing, holding, and kicking.
- C. Property Damage** is intentional damage to property, including property owned by the City and Borough, employees, visitors or vendors.

- D. Threat** is any expression or communication that could reasonably be interpreted as an intent to cause physical, psychological or emotional harm to an individual, directly or in indirectly, or damage to property.
- E. Prohibited Weapon** is any instrument capable of producing physical injury and which does not have any legitimate use in the performance of the employee's duties. Prohibited weapons include, but are not limited to, firearms, knives, bows and arrows, ammunition, explosives, or other instruments of aggression, survival or martial arts, or any other weapon prohibited by state or federal law.
- F. Violence** includes, but is not limited to, intimidation, threats, physical attack, or property damage. Threats of suicide are considered acts of violence.

VII. EFFECTIVE DATE

This policy will take effect as of the signing date.

Dated at Juneau, Alaska, this 26 day of June, 2002.



David R. Palmer
City Manager