



## **CITY OF EL CENTRO POLICY STATEMENT**

Policy Statement No: 213  
Category: Personnel  
Subject: **PROHIBITING WORKPLACE VIOLENCE**  
Adopted: December 1995

### **I. PURPOSE**

The City of El Centro has adopted this Prohibiting Workplace Violence Policy (Zero Tolerance) for workplace violence in order to recognize that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City of El Centro, or which occur on City property, will not be tolerated.

### **II. POLICY STATEMENT**

#### **A. Employee Questions**

Employees shall refer any questions regarding his/her rights and obligations under this policy to the Personnel Division.

#### **B. Acts or Threats of Violence Defined**

Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of El Centro, or to create a hostile, abusive, or intimidating work environment for one or more City of El Centro employees.

#### **C. Examples of Workplace Violence**

General examples of prohibited workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City of El Centro property regardless of the relationship between the City and the parties involved in the incident.
- All threats or acts of violence not occurring on City property but involving someone who is acting in the capacity of a representative of the City of El Centro.
- All threats or acts of violence not occurring on City property involving an employee of the City of El Centro if the threats or acts of violence affect the legitimate interests of the City of El Centro.
- Any threats or acts resulting in the conviction of an employee or agent of the City of El Centro, or of an individual performing services on the City's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City of El Centro.

#### **D. Specific Examples of Prohibited Conduct**

Specific examples of conduct that may be considered threats or acts of violence prohibited under this policy include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of El Centro.
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
- Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where such suggestion or intimation occurs.

- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

While employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices or permitted to carry them as authorized by law, it is the City's policy that employees are to use them only in accordance with departmental operating procedures and all applicable state and federal laws.

#### **E. Application of Prohibition**

The City of El Centro's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including, but not limited to City personnel, contract and temporary workers, and anyone else on City of El Centro property. Violations of this policy by any individual on City property, by any individual acting as a representative of the City while not on City property, or by any individual acting off of City property when his/her actions affect the public interest or the City's business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action (up to and including termination as provided in the City Personnel Rules and Regulations or Memoranda of Understanding). This policy and any sanctions related thereto are to be deemed supplemental to the City's Personnel Rules and Regulations and Memoranda of Understanding provisions related thereto, and applicable State and Federal Laws.

#### **F. Employee Obligations**

Each employee of the City and every person on City of El Centro property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware.

In cases where the reporting individual is not a City employee, the report should be made to the City of El Centro Police Department.

In cases where the reporting individual is a City employee, the report should be made to the reporting individual's immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the City's Personnel Division. Each supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the City's Personnel Rules and Regulations and any applicable Memoranda of Understanding. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the El Centro Police Department, which shall make a follow-up report to the City's Personnel Division.

Nothing in this policy alters any other reporting obligation established in City policies or in state, federal or other applicable law.

**G. Training**

The City will provide opportunities for employees to be trained in the risk factors associated with workplace violence and proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

**H. Dissemination of Policy**

All employees will be given copies of this policy. All new employees will be given a copy of this policy at orientation by the Personnel Division.