



Roosevelt Fire District

Section:
Administration

Policy:
Work Place Violence

1. The Roosevelt Fire District ("Fire District") has a commitment to promoting a safe and secure work environment that promotes the achievement of its mission of serving the Public. All employees and members of the Fire District (herein after "members") are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion. While these behaviors are not prevalent at the Fire District, no organization is immune.
2. The purpose of this policy is to address the issue of potential workplace violence in our Fire District, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to follow when such violence has occurred.

POLICY

3. The Fire District prohibits workplace 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 the serious attention they deserve. Individuals who violate this policy may be removed from Fire District property and are subject to disciplinary action up to and including Termination, consistent with Fire District rules and regulations, policies, procedures, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the Fire District Harassment Policy.
4. The Fire District, at the request of a member, or at its own discretion, may prohibit members of the public, including family members, from seeing a member on Fire District property unless necessary to transact Fire District related business. This policy particularly applies in cases where the member suspects that an act of violence will result from an encounter with such individual (s).

SCOPE

5. All members, employees, members of the public, vendors, contractors, consultants, and others who do business in the Fire District facility or off-site locations where Fire District business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the Fire District, such as former members, and visitors. When members have complaints about other member, they should contact the Fire Chief.

DEFINITIONS

6. 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 Fire District's ability to provide services to the public. Examples of workplace violence include, but not limited to:
 - a. Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms or fists).
 - b. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
 - c. 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 of intent to cause harm to individuals or property.

REPORTING OF INCIDENTS

7. General reporting responsibilities:

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by members of the fire District. Workplace violence should promptly be reported to the Chief. Additionally, members are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the Fire District take this responsibility seriously to effectively maintain a safe working and learning environment.

a. Imminent or Actual Violence:

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury shall call 911 immediately and contact the Chief or the Chairman of the Board of Fire Commissioners immediately.

b. 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 the Chief or the Chairman of the Board of Fire Commissioners.

c. Commission of a Crime:

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency. The Chief and the Chairman of the Board of Fire Commissioners shall be notified.

d. False Reports:

Members of the Fire District who make false and 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 Law Enforcement as appropriate.

e. Incident Reports:

The Fire District will report incidents of workplace violence consistent with the Fire District policies for incident reporting.

RESPONSIBILITIES

8. Board of Fire Commissioners

- a. The Board of Fire Commissioners shall be responsible for the implementation of this Policy. The responsibility includes dissemination of this Policy to all Fire District members, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all members and officers are aware of their responsibilities under this policy through internal communications and training.

Chief

- b. The Chief is responsible for responding to, interviewing, and documenting all incidents of violence in the workplace. The Chief will immediately log all incidents or workplace violence and will be knowledgeable of when law enforcement action may be appropriate.
- c. The Chief will maintain an internal tracking system of all threats and incidents of violence.
- e. Members will be trained in workplace violence awareness and prevention and the contents and purpose of this Policy
- f. Members will work with the Chief and the Board of Fire Commissioners when the possibility of workplace violence is heightened, as well as on the appropriate response to workplace violence incidents consistent with the Fire District policies, rules, procedures and applicable labor agreements, including appropriate disciplinary action up to and including termination.

Members:

- d. Members must report workplace violence, as defined above, to the Chief. Recurring or persistent workplace violence that a member reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the member's supervisor should be brought to the attention of the Chairman of the Board of Fire Commissioners.
- e. Members who have obtained Orders of Protection are expected to notify the Chief of any orders that list Fire District locations as protected areas.
- f. Victims of domestic violence who believe the violence may extend from the fire station, or members who believe the domestic or other personal matters may result in their being subject to violence extending into the fire station, are encouraged to notify the Chief. Confidentiality will be maintained to the extent possible.
- g. Upon joining the Fire Department, and thereafter, members will receive copies of this Policy. Additionally, the Policy will be posted throughout the Fire District for access by members as appropriate.

EDUCATION

9. The Chief is responsible for the dissemination and enforcement of this Policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. Additionally, annual training will be provided.

CONFIDENTIALITY

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

RETAILATION

11. 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, investigating, 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.