

POLICY TITLE: Zero Tolerance for Workplace Violence and Weapons

ADOPTION/LAST REVISION: 9-14-99, 10-11-11

**A. PURPOSE**

To describe the policy followed in regard to workplace threats/acts of violence and weapons.

**B. ZERO TOLERANCE (VIOLENCE) POLICY**

It is the intent of the Library to provide a safe work environment. Conduct, whether intentional or unintentional, that constitutes threats/acts of violence, as defined below, will not be tolerated.

The Library will not tolerate any threats, threatening behavior, verbal abuse or acts of violence directed by one employee towards another, by non-employees towards employees, or by employees toward others within the workplace. Violence is defined to include but is not limited to: physical assault, aggressive behavior at another individual, purposeful destruction of Library property, intimidation through verbalization, implied threats, threatening or harassing telephone calls or written communications, and destruction of another's property. Implied threat and threatening behavior are defined to include, but are not limited to, verbal remarks, physical acts or actions which express the intention to hurt, destroy or punish.

As people from outside the workplace may also perpetrate acts of violence in the workplace, it is the Library's policy to require any employee who feels an outside threat poses a risk within the workplace to report the situation to their supervisor.

All supervisors have the responsibility to maintain the Library as a workplace free of violence. This duty includes discussing this policy with their employees and assuring them that they are not required to tolerate any threats or acts of violence but are required to make a report to the Library if they are the recipient or witness of a threat of violence or victim of an act of violence.

**C. ZERO TOLERANCE (WEAPONS) POLICY**

No Library employee, Committee/Board member, customer, visitor, guest, vendor or anyone else the Library deals with in the course of business may possess, or use a weapon of any kind while on Library property or conducting Library business. In addition, the weapons that employees or others legally have in their vehicles while on Library property, conducting business with or for the Library, or attending a Library sponsored event, must remain in the vehicle in accordance with all applicable laws and regulations regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked on property used by the Library. Examples of weapons are all firearms, compressed gas operated weapons, any electric weapons as defined in Section 941.295(4) of the Wisconsin Statutes, bows and arrows, crossbows, knives (other than small pocket knives), explosives, or any other device which, in the

manner it is used or intended to be used, is calculated or likely to produce bodily harm, or any other device which the Library, in its sole discretion, shall deem dangerous.

**1. EXCEPTION:** Tools used on the job in accordance with employment requirements are exempt from this policy. Possession, transport or use of small pocket knives or knives designed and used for the preparation of food is not prohibited, provided that such possession, transport or use is not intended or likely to produce bodily harm and is not deemed by the Library to be dangerous.

**2. POLICE OFFICERS:** Possession, transport, or use of weapons by individuals who are required to carry a weapon as part of their employment, such as a Police Officer, are not prohibited, provided that such possession, transport, or use is in accordance with all applicable laws and regulations, and is in accordance with employment requirements.

#### **D. PROCEDURE**

Any employee who has been a recipient or witness of a threat of violence or witness to or victim of an act of violence is to make a report to their supervisor. The supervisor will forward a copy of the report immediately to the Library Director. The Library Director will consult with the Police Department on questionable reports of violence.

Any restraining orders shall be filed with the Police Department and supervisors shall be notified of such restraining orders. Any act or threat of violence posing immediate danger should be reported directly to the Police Department by calling 911. Threats from people outside the workplace must be reported to the Library Director and the Police Department will assess the need for special safeguards.

#### **E. NON-RETALIATION**

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.

#### **F. DISCIPLINARY PROCEDURES**

Any reported act or threat will be investigated by the Police Department as a criminal act or by the Library Director as a serious violation of Library policy.

Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment.

When appropriate, an employee violating this policy will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations.

Reference: City Policy 3.390

ZERO TOLERANCE FOR WORKPLACE VIOLENCE AND WEAPONS REPORT

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

1. Who was responsible for violating the Zero Tolerance for Workplace Violence and weapons policy? \_\_\_\_\_

2. Describe the incident. Include time, date(s), and location for each incident: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What was your reaction? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List any witnesses to the incident: \_\_\_\_\_

\_\_\_\_\_

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_