

	<p align="center"><b>COUNTY OF KINGS</b> California <b>POLICY MANUAL</b></p>	<p><b>Number: 10-19</b> BOS Agenda Date: June 25, 2024</p>
<p><b>SUBJECT</b> Workplace Violence Policy</p>	<p>By Action of the Board of Supervisors  <input type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance  <input checked="" type="checkbox"/> Policy</p>	
<p><b>DEPARTMENT</b> Human Resources</p>	<p>Effective Date: July 1, 2024                  Revision Date(s): June 18, 2002, June 25, 2002</p>	

It is the policy of Kings County to provide a safe and secure working environment reasonably free from fear of violence, aggression, intimidation, harassment, or retaliation for all employees. Acts or threats of violence against the life, health or well-being of employees or members of their family or their property either in the workplace or in connection with that employee's conduct of County business will not be tolerated. Any such acts by County employees towards others constitutes grounds for disciplinary action up to and including dismissal from County employment and could result in criminal prosecution. A threat may, in and of itself, constitute grounds for discipline regardless of whether or not the perpetrator intended to carry out the threat.

**1.0 Purpose**

To establish and maintain a workplace that is free from violence, threats, intimidation, and any form of disruptive behavior.

**2.0 Application**

This policy applies to all County employees, regardless of job title or probationary, permanent or extra-help status; contractors and vendors. Further, this policy applies to conduct in the course of work, as well as to conduct in work-related settings, such as during attendance at off-County-work-site meetings, conferences, trainings, trips, or County-related social events.

2.1 The following workplace is exempt from this policy:

A workplace that an employee has chosen to telework from that is not under the control of the County.

**3.0 Responses to Immediate Threat or Danger**

**THIS POLICY DOES NOT REQUIRE OR ENCOURAGE EMPLOYEES TO INTERVENE IN A VIOLENT SITUATION OR PLACE THEMSELVES IN DANGER.**

3.1 In the event of an immediate threat or violent act contact the appropriate law enforcement agency.

- 3.2 All people whether employed by the County or not should be evacuated from the area if it is warranted and can be done safely. The evacuation shall follow the procedures contained in the Emergency Guidelines section of the Injury and Illness Prevention Program (IIPP).
- 3.3 In the event of an emergency, including a Workplace Violence Emergency, contact the appropriate contacts found in Appendix A.

#### **4.0 Definitions**

This policy will address the hazards known to be associated with the four major types of workplace violence as outlined by Cal OSHA and violent acts defined.

- 4.1 Type I involves a violent act or threat of violence by an assailant with no legitimate business at the County and includes violent acts by anyone who enters the workplace or approaches County employees with the intent to commit a crime.
- 4.2 Type II involves a violent act or threat of violence by a recipient of service provided by our County such as a client, patient, customer, probationer, inmate or juvenile ward.
- 4.3 Type III involves a violent act or threat of violence by a current or former employee, supervisor or manager.
- 4.4 Type IV involves a violent act or threat of violence committed on County property by a person who does not work at the County, but has or is known to have had a personal relationship with a County employee, such as an employee's spouse or significant other, an employee's relative or friend, or another person, other than a recipient of service, who has a dispute with a County employee.
- 4.5 Violent Acts Defined: Acts constituting violent behavior will not be tolerated. Violent actions include but are not limited to the following:
  - 4.5.1 Striking, punching, slapping, spitting or otherwise assaulting another person.
  - 4.5.2 Fighting or challenging another person to fight.
  - 4.5.3 Grabbing, pinching or touching another person in an unwanted way whether sexual or otherwise.
  - 4.5.4 Engaging in dangerous, threatening or unwanted horseplay.
  - 4.5.5 Possession of a firearm, replica firearm, explosive device, or incendiary device on County property, in County vehicles, in other County equipment or while engaged in activities for the County in other locations, unless such possession or use is a requirement of the job or otherwise legally permitted or authorized.

- 4.5.6 Use or threat of use, of any object intended as a weapon of aggression (i.e. as opposed to justifiable self-defense), while engaged in County business at any location, or on County property, including parking lots, other exterior premises, or while in or using County vehicles.
- 4.5.7 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

## **5.0 Prohibited Behavior**

For the purposes of this policy violence shall be defined as:

- 5.1 Verbal violence - Threats, verbal abuse, or harassment involving language designed to threaten, intimidate or do harm.
- 5.2 Physical violence - Unwelcome physical contact between two parties. Physical violence includes assaults, sexual assaults or property damage deliberately caused.
- 5.3 Written violence - Written threats including letters, notes, plans or drawings describing, detailing, warning or delivering threats.
- 5.4 Prohibited acts include threatening, intimidating, coercing, harassing or assaulting an employee, a member of an employee's family, or other person, if in connection with that employee's County employment; or intentionally damaging property owned, operated or leased by the County.

## **6.0 Employer Responsibilities**

All Department Heads, Managers and supervisors share the responsibility for implementing and enforcing the provisions of this policy for Kings County. The County shall:

- 6.1 Conduct new employee orientation on the County workplace violence prevention policies, procedures, and work practices.
- 6.2 Conduct annual review of the County Illness and Injury Prevention Program (IIPP) for Workplace Violence Prevention with all departments.
- 6.3 Present training programs designed to address specific aspects of workplace violence prevention unique to each Department's working environment.
- 6.4 Post or distribute workplace violence prevention information that will inform employees and management at all levels of County policies.
- 6.5 Implement and communicate a procedure that encourages employees to inform management about workplace violence prevention hazards or threats of violence.

- 6.6 Will not prevent employees from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- 6.7 Workplace violence incidents involving County employees must be investigated to determine if steps can be implemented to prevent like incidents from recurring and/or to gather information for possible criminal/civil action. A departmental investigation shall be completed to determine if the workplace violence incident could have been prevented or if retraining is required.
- 6.8 Investigate employees' concerns in a timely manner and inform the employees of the results of the investigation and any corrective actions to be taken.
- 6.9 Human Resources and the Risk Manager will monitor the effectiveness of the County's workplace violence prevention practices.
- 6.10 Human Resources and department representatives will conduct training of all managers, supervisors, employees and new-hires on this policy. Each current employee and each newly hired employee will be given and required to read and sign a copy of the policy statement at the time of training.
- 6.11 The County and department representatives shall ensure annual training thereafter.
- 6.12 The County shall provide training on all of the following subjects:
  - 6.12.1 The County's Workplace Violence Prevention Plan, how to obtain a copy of the County's Plan at no cost, and how to participate in the development and implementation of the County's Plan;
  - 6.12.2 Definitions and requirements of the Plan;
  - 6.12.3 How to report Workplace Violence incidents or concerns to the County or law enforcement without fear of reprisal;
  - 6.12.4 Workplace Violence hazards specific to the employees' jobs, the corrective measures the County has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm;
  - 6.12.5 The County's Violent Incident Log, and how to obtain copies of records related to Workplace Violence;
  - 6.12.6 The training shall include an opportunity for interactive questions and answers with a person knowledgeable about the County's Plan; and
  - 6.12.7 The County shall provide additional training when a new or previously

unrecognized Workplace Violence hazard has been identified and when changes are made to the Plan.

## **7.0 Employee Responsibilities**

All employees of Kings County are an integral part of a successful workplace violence prevention program. Employees shall:

- 7.1 Review and fully comply with the policy.
- 7.2 Request information from those who should be familiar with this policy (the trainer, supervisor, manager or Department Head) to clarify any points of misunderstanding.
- 7.3 All employees are encouraged to take an active role in creating a safe work environment.

## **8.0 Compliance**

Kings County is committed to ensuring that the safety and health policies and procedures involving workplace violence prevention are communicated to and observed by all employees. To this end:

- 8.1 Employees, supervisors and managers will become familiar with the County Policy on workplace violence prevention. All employees will be provided with, and required to review and sign off on, a copy of the policy statement.
- 8.2 Failure to comply with workplace violence prevention practices may result in disciplinary action up to and including termination.
- 8.3 Inspections for workplace violence hazards will be conducted annually in the context of the annual Injury and Illness Prevention Program (IIPP) audit. This inspection will consist of the identification and evaluation of the potential hazards of any changes in workplace function. Records of workplace violence inspections, including the name of the person conducting the inspection, are to be recorded and retained for five years.

## **9.0 Workplace Violence Prevention Plan**

Procedures, roles and responsibilities can be found in the Workplace Violence Prevention Plan below.

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**COUNTY OF KINGS WORKPLACE VIOLENCE  
PREVENTION PLAN**

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The purpose of the County’s Workplace Violence Prevention Plan (“Plan” or “WVPP”) is to establish, implement, and maintain an effective workplace violence prevention plan as required under Labor Code sections 6401.7 and 6401.9. Specifically, the Plan contains procedures to address the following statutory requirements:

1. Record information in a Violent Incident Log for every incident of Workplace Violence, as defined below.
2. Provide effective training to employees on the legal requirements related to the prevention of workplace violence, including but not limited to the County’s WVPP.
3. Maintain records of the following: (a) Workplace Violence hazards, (b) County employee (hereinafter referred to as “employees”) trainings, (c) Violent Incident Logs, and (d) the investigation of any incident of Workplace Violence.
4. Ensure certain records are made available to the Division of Occupational Safety and Health (“DOSH”), employees, and any authorized employee representatives.

**A. Roles**

The individual(s) identified below shall serve as the County’s Workplace Violence Prevention Coordinator and is authorized to and responsible for implementing the WVPP:

<b>Title</b>	<b>Contact Information</b>	<b>WVPP Responsibilities</b>
Risk Manager or Designee	(559)852-2375	Establishes and coordinates Work Practice Controls.
Human Resources Director or Designee	(559)852-2510	Responds to reports of Workplace Violence Incidents and Workplace violence hazards, including investigating incidents of Workplace Violence and Workplace Violence hazards.

**B. Worksite Security Rules**

- a. Suspicious Persons: All employees should be alert to persons whose actions or presence appear to be of suspicious nature not typically expected of an ordinary employee, customer, or visitor. If employees have doubts concerning the intentions of any such person, they should avoid the individual if possible, quickly but quietly notify a manager, and/or follow other applicable security procedures.
- b. Access to Premises: Employees should be on the premises only during normal business hours or authorized hours of work.
- c. Visitors: Individuals not employed by the County should be accompanied by a County employee when they are authorized by the department head or designee, access to areas normally restricted to employees only.

### **C. Hazard Assessment**

Each department will perform workplace violence hazard assessments for security in the form of periodic inspections. The Risk Manager, Human Resources, or other designated representative may provide assistance with the inspections. The County will solicit employees regarding the identification, evaluation, and correction of any Workplace Violence hazards and provide a means by which employees may provide anonymous feedback regarding the identification, evaluation, and correction of any Workplace Violence Hazards during the required training. A hazard assessment shall be conducted according to the following:

- a. When the Injury and Illness Prevention Policy (IIPP) for Workplace Violence is initially established.
- b. When new or previously unidentified workplace violence hazards are recognized.
- c. When potential workplace violence conditions warrant an inspection.
- d. Subsequent to an incident.

### **D. Inspections**

- a. Annual Inspections: Inspections for workplace violence hazards will be conducted annually in the context of the annual Injury and Illness Prevention Policy (IIPP) audit. This inspection will consist of identification and evaluation of the potential hazards of any changes in workplace function. Records of workplace violence inspections, including the name of the person conducting the inspection, are to be recorded and retained for five years.
- b. Periodic Inspections: Inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

<b>Specific Person and Extension</b>	<b>Area/Department/Specific location</b>
Risk Manager, extension 2374	Countywide

### **E. Correction of Workplace Violence Hazards**

After the identification and investigation of a Workplace Violence hazard and after a Workplace Violence Hazard inspection, the County will take appropriate steps to correct the hazard and prevent or control future or potential hazards by implementing the following measures:

- a. Removal of Employees: In the event that a Workplace Violence hazard exists that cannot be immediately corrected without endangering employees or property, the County will remove all employees from the work site except those necessary to correct the existing hazard. Employees who are necessary to correct the hazard will be provided with necessary protection in order to protect them from the hazard.
- b. Training: The County will educate employees about the identified hazard in subsequent WVPP training as outlined in the Workplace Violence Prevention Policy.

- c. Notice to Affected Employees: The County will notify affected employees in writing of the corrective measures the County implemented to address the Workplace Violence hazard.

## **F. Reporting**

Episodes of workplace violence can only be reduced if employees are willing to report threats of violent behavior.

- a. Any employee who believes he or she has been a subject of workplace violence shall report the alleged act of workplace violence or threat of violence to a supervisor, manager, Department Head, Risk Manager or Human Resources. An employee may also report the incident to the appropriate law enforcement agency.
- b. Information about a workplace violence incident will remain confidential and will be disclosed as permitted by law only to those who have a need to know. No one who initiates a good faith complaint or reports an incident under this policy will be subject to adverse personnel action.
- c. Supervisors and managers who have received reports of or have knowledge of workplace violence situations shall inform a Department Head and Human Resources immediately.
- d. The appropriate law enforcement agency shall be notified of the incident.
- e. A Workplace Violence Incident Report Form (see Appendix B), must be completed in any event of workplace violence.
  - i. Information recorded in the Form should be based on information solicited from the employees who experienced an incident of Workplace Violence, the employees who witnessed an incident of Workplace Violence, and/or on the findings from an investigation into an incident of Workplace Violence.
  - ii. The County should omit any personally identifying information sufficient to allow identification of any person involved in a Workplace Violence incident (e.g., victim and witnesses), including, but not limited to the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **G. Investigating the Report of Workplace Violence**

The County shall respond to reports of Workplace Violence or a Threat of Violence by promptly initiating an investigation, as applicable.

- a. The County's investigation of Workplace Violence or a Threat of Violence may include, but not necessarily be limited to, the following steps or measures, as applicable:
  - i. Visiting the scene of an incident as soon as safe and practicable;
  - ii. Collection of facts on who, what, when, where, and how the incident occurred;



- iii. Collection of statements from involved parties, such as employees, witnesses, law enforcement, and/or security personnel;
- iv. Reviewing security footage of existing security cameras if applicable;
- v. Collection of photographic or video evidence of damage or injuries, where appropriate;
- vi. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator;
- vii. Consultation with the affected employees, and witnesses, and to identify potential contributing causes;
- viii. Obtaining any reports completed by law enforcement;

## **H. Recordkeeping**

- a. The County shall maintain records as noted in Appendix B.
- b. The County shall ensure that records of Workplace Violence Incident Investigations do not contain any medical information including any information in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient's medical history, mental health application information, reproductive or sexual health application information, mental or physical condition, or treatment that includes or contains any element of personal identifying information sufficient to allow identification of the individual.

## **I. Access**

The County makes the WVPP available and accessible to employees, Designated Representative, and representatives of the Department of Occupational Safety and Health "DOSH" at all times.

- a. Employees: The County will provide access to the WVPP to employees as follows:
  - i. The County has made and will continue to make the WVPP available and will provide access to employees by providing an employee a physical copy of the WVPP within five (5) business days of receiving the request for access from the employee.
  - ii. Whenever an employee requests a copy of the WVPP, the County shall provide the requesting employee a printed copy of the WVPP, unless the employee agrees to receive an electronic copy of the WVPP.
  - iii. An employee can Access the WVPP through the County's Intranet, <https://inside.countyofkings.com/departments/human-resources/policies-procedures>, where the employee can review, print, and email the current version of the WVPP. Additionally, the policy and acknowledgement form are available in the employees NEOGOV dashboard.
- b. Designated Representatives

County Of Kings Workplace Violence Prevention Policy

The County will make the WVPP available and provide access to Designated Representatives upon request.

c. DOSH Representatives

The County will make the WVPP available and provide access to DOSH representatives upon request.

## **Index**

***Emergency*** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

***Log*** - The violent incident log required by LC section 6401.9.

***Plan*** - The workplace violence prevention plan required by LC section 6401.9.

***Serious injury or illness*** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

***Threat of violence*** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

***Workplace violence*** - Any act of violence or threat of violence that occurs in a place of employment.

***Workplace violence*** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

***Workplace violence*** does not include lawful acts of self-defense or defense of others.

## Appendix A

In the event of an emergency, including a Workplace Violence Emergency, please contact the appropriate contacts below:

### Local Law Enforcement\*

<u>Responsible Persons</u>	<u>Responsibility(ies)</u>	<u>Phone #</u>
Sheriff/Police	Immediate danger	9-1-1
Dispatch (Sheriff)	Non-immediate safety threat	(559) 852-2720
Hanford Police	Non-immediate safety threat	(559) 585-2535
Lemoore Police	Non-immediate safety threat	(559) 585-2535
Avenal Police	Non-immediate safety threat	(559) 386-4444
Corcoran Police	Non-immediate safety threat	(559) 992-5151 option 1

\*When to contact 9-1-1:

1. Immediate danger.
2. Physical assault.
3. Imminent threats.

All other non-violent reporting should be made to Dispatch or Local Police.

Employees are encouraged to “say something if you see something,” regardless of the threat level.

### Administration\*\*

<u>Job Title/Position</u>	<u>WVPP Responsibility(ies)</u>	<u>Phone #</u>
County Administrative Officer	Responsible for emergency response and notifications to employees.	(559) 852-2375
Risk Manager	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, and coordinates emergency response procedures.	(559) 852-2375

\*\* When to contact Administration:

1. When an immediate threat compromises employee and/or public safety.
2. For reporting requirements under DOSH, better known as CalOSHA.

3. Non-immediate threats: Verbal threats or harassment that does not pose an immediate danger.
4. Property Damage: For documentation and investigation. If the threat is severe, contact local law enforcement as well.

**Human Resources\*\*\***

<b>Responsible Persons</b>	<b>Responsibility(ies)</b>	<b>Phone #</b>
Human Resources Director	Responsible for investigations and conducting training.	(559) 852-2510
Human Resources Manager	Responsible for investigations and conducting training.	(559) 852-2510

\*\*\*When to contact Human Resources:

1. Non-immediate threats: Verbal threats or harassment that does not pose an immediate danger.
2. Property Damage: For documentation and investigation. If the threat is severe, contact local law enforcement as well.
3. Workplace Violence Policy violations.

The following individuals can be contacted by the Human Services Agency and Behavioral Health located in buildings 8, 12 and 13 in the event of a non-emergency situation (e.g., confrontational client):

<b>Job Title/Position</b>	<b>Phone #</b>
Security Officer	(559) 852-1574 or (559) 852-4612

**ALL EMPLOYEES ARE REQUIRED TO CONTACT THEIR DEPARTMENT HEAD, ADMINISTRATION, AND HUMAN RESOURCES IN THE EVENT OF ANY WORKPLACE VIOLENCE INCIDENT ONCE THE IMMEDIATE THREAT HAS BEEN CONTROLLED.**

Employees are responsible for ensuring their phone numbers are kept current in County records to receive emergency text messages. Employees can update their information through their department HR liaison (e.g., Executive Secretary).

## Appendix B

### Workplace Violence Incident Report Form

*The Workplace Violence Incident Report Form (“Form”) is used to record incidents of “Workplace Violence” as defined below.*

*“Workplace Violence” means any act of violence or threat of violence that occurs in the place of employment.*

Recording Information from the Form in the Violent Incident Log: *The County should record information regarding the Workplace Violence incident in the County’s Violent Incident Log.*

<b>Date of Report</b>	<b>Date of Incident</b>	<b>Time of Incident</b> am/pm	<b>Employee Completing Report</b>	
			Name:	Title:
<b>Incident Location</b>		<b>Workplace Violence Type</b>		
<input type="checkbox"/> Office <input type="checkbox"/> Parking Lot <input type="checkbox"/> Offsite/Outside Workplace <input type="checkbox"/> Breakroom <input type="checkbox"/> Restroom <input type="checkbox"/> Other: _____ _____		<input type="checkbox"/> <b>Type 1 Violence:</b> Workplace Violence committed by a person who has no legitimate business at the worksite (includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime). <input type="checkbox"/> <b>Type 2 Violence:</b> Workplace Violence directed at employees by customers, clients, patients, students, inmates, or visitors.  <input type="checkbox"/> <b>Type 3 Violence:</b> Workplace Violence against an employee by a present or former employee, supervisor, or manager. <input type="checkbox"/> <b>Type 4 Violence:</b> Workplace Violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.		
<b>Type of Incident (All that Apply)</b>		<b>Perpetrator Classification (One)</b>	<b>Circumstances at Time of Incident (All that Apply)</b>	
<input type="checkbox"/> Physical attack without a weapon, <i>e.g.</i> , biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting. <input type="checkbox"/> Attack with a weapon/object, <i>e.g.</i> , firearm, knife, other object. <input type="checkbox"/> Threat of physical force/threat of the use of a weapon/other object. <input type="checkbox"/> Sexual assault/threat. <i>e.g.</i> , rape, attempted rape, physical display, unwanted verbal/physical sexual contact. <input type="checkbox"/> Animal Attack. <input type="checkbox"/> Other: _____ _____		<input type="checkbox"/> Client/Customer <input type="checkbox"/> Family/Friend of a client/customer <input type="checkbox"/> Stranger with criminal intent <input type="checkbox"/> Coworker <input type="checkbox"/> Supervisor/Manager <input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Parent/Relative <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> Employee was completing usual job duties. <input type="checkbox"/> Employee was working in poorly lit areas. <input type="checkbox"/> Employee was rushed. <input type="checkbox"/> Employee was working during a low staffing level. <input type="checkbox"/> Employee was isolated or alone. <input type="checkbox"/> Employee was unable to get help or assistance. <input type="checkbox"/> Employee was working in a community setting. <input type="checkbox"/> Employee was working in an unfamiliar or new location.	



## Appendix C

The County shall maintain records as noted below:

<b>Type of Record</b>	<b>Maintenance Period</b>
Records of Workplace Violence hazard identification, evaluation, and correction	Minimum of five (5) years
Training records, including training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions	Minimum of one (1) year
Violent Incident Logs	Minimum of five (5) years
Records of Workplace Violence incident investigations. These records must not contain medical information.	Minimum of five (5) years



## Appendix D



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### COUNTY OF KINGS POLICY ON VIOLENCE AND THREATS OF VIOLENCE IN THE WORKPLACE ACKNOWLEDGMENT FORM

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It is the policy of Kings County to provide a safe, secure and healthful working environment free from the fear of violence, aggression, intimidation, harassment or retaliation for all employees. Acts or threats of violence against the life, health, well-being of employees or members of their family or their property either in the workplace or in connection with that employee's conduct of County business will not be tolerated.

Any such acts or threats by employees of the County toward others constitute grounds for dismissal from County employment and may result in criminal prosecution. The act or threat will, in and of itself, constitute grounds discipline up to and including termination.

This policy covers acts or threats of violence, whether made directly or indirectly, including but not limited to: words, gestures, correspondence, phone calls or other electronic communication, symbols or physical acts which threaten the safety or security of County employees or which may inhibit County employees from conducting business or providing services in an environment of safety and security.

This also includes, but is not limited to, threats on County premises, at County functions or any other location where violence or threats of violence may have an adverse impact on the County's ability to do business or provide services.

I understand that it is my responsibility to report any actual or threatened violence in the workplace immediately to my supervisor, manager, Department Head or the Human Resources Department. I also understand that in cases where there is an imminent potential for violence, that I am authorized to contact the appropriate law enforcement agency.

**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE KINGS COUNTY WORKPLACE VIOLENCE PREVENTION POLICY AND PLAN, AND IT HAS BEEN DISCUSSED WITH ME.**

**I ACKNOWLEDGE THAT THIS POLICY AND PLAN CAN ALSO BE FOUND VIA FORMS IN MY NEOGOV DASHBOARD.**

\_\_\_\_\_  
Employee Name (please print clearly)

\_\_\_\_\_  
Department

\_\_\_\_\_  
SSN or Employee ID #

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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