



PERSONNEL RULES

SAFETY & SECURITY WORKPLACE VIOLENCE PREVENTION PLAN §8101

Overview: Tehama County is committed to providing a safe workplace for all employees. This policy shall serve as the Workplace Violence Prevention Plan (WVPP) and is intended to establish a strong commitment to provide a safe work environment free of violence and threats of violence in all Tehama County facilities.

Applicable to: All employees, elected officials, members of the public (including persons appearing on County owned property seeking information, assistance, or services from the County, or any person utilizing County facilities for public meetings or gatherings), and vendors conducting business with the County, unless otherwise exempted by law.

Definitions: Abuse – Abuse means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself, or herself, or another.

Acts of Violence – The exertion of force or aggression with the intent of causing injury or abuse.

Domestic Violence – Abuse committed to a spouse or former spouse, cohabitant/or former cohabitant, current or past dating relationship or person with whom the victim had a child.

Imminent Danger – Imminent danger is an immediate concern about the safety of yourself or someone else.

Threats of Violence – Remarks, gestures, or communication which cause the individual to be concerned about their safety or the safety of others.

Workplace Violence - Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior which occurs at the work site. Workplace violence ranges from threats and verbal abuse to physical assaults and even homicide.

Guidelines: Tehama County recognizes potentially dangerous situations may occur at the workplace. Acts of violence, threats of violence, including verbal or physical threats, or threatening behavior, whether direct or indirect, will not be tolerated. Employees or members of the public who make threats, exhibit threatening behavior, engage in violent acts against the life, health, well-being, family, or property of others while at work or at County events or facilities may be removed from the premises, may be subject to disciplinary action up to and including termination, and may be subject to criminal penalties, or all of these actions. Workplace violence does not include lawful acts of self-defense or defense of others.

Department Safety Representatives (DSR) are employees representing their department by educating fellow employees on the importance of health and safety in the workplace. DSR's are members of the Tehama County Safety Committee. The goal of DSR's is to reduce and prevent workplace accidents. The effectiveness of this plan shall be reviewed annually within the Safety Committee, when a deficiency is observed or becomes apparent, and after a workplace violence incident. Any

subsequent changes to the WVPP will be reviewed by authorized employee representatives.

Internal Threats or Acts of Violence

Workplace violence is a serious issue. This section pertains specifically to situations in which a Tehama County employee, elected or appointed, may be the perpetrator of threats or acts of violence against fellow employees or members of the public. The act or threat may in and of itself constitute grounds for dismissal regardless of whether the perpetrator intended to carry out the threat, and whether the action resulted in a physical injury. Joking about violence or making false reports and unsubstantiated allegations about violence in the workplace may be treated as a violation of this policy.

Examples of prohibited conduct may include, but are not limited to the following:

- Initiating physical combat or fighting through actions such as grabbing, pinching, impeding, blocking or obstructing movements, hitting, striking, punching, slapping, kicking, pushing, physically picking up, body slamming, pepper spraying, spitting, or any other threatening physical action
- Other acts by or against employees including, stalking, challenging another person to physical combat or fight, or any other action or conduct which implies the threat of harm
- Intimidating behavior, such as yelling/shouting, swearing in anger, throwing things, or slamming doors
- Threatening communication, whether verbal or written, including correspondence through an electronic device, drawings, symbols, physical acts, or gestures
- Intentionally damaging or vandalizing employer property, or the property of another employee
- Displaying aggressive or hostile behavior which creates a reasonable fear of injury to another person or subjects another individual to emotional distress, psychological trauma, or inhibits employees from conducting business or providing services in a safe and physically secure environment.
- Illegal possession, use, or threat to use a gun, knife, pepper spray, or other weapon of any kind on County property, including parking lots, other exterior premises, in County vehicles, or while engaged in business activities with or for the County in other locations when such use violates this policy
- Employees are prohibited from possessing dangerous devices (such as explosives or materials for making explosives) in the workplace or at the work site, unless expressly authorized by the nature of their work (such as safety personnel acting within the scope of their duties)

Tehama County employees are our most valuable asset. Any Tehama County employee who feels they have been the target of actual or perceived threats or acts of violence in the workplace, or who has observed or otherwise learned of such conduct, should immediately contact the Department Head or their designee, or the Tehama County Personnel Office. In cases where there is an imminent potential for violence, law enforcement shall be contacted immediately.

Supervisors and employees are encouraged to participate in education classes that cover techniques on how to properly de-escalate agitated behavior. Resources are available by contacting the Tehama County Personnel Office.

External Threats or Acts of Violence

Hostile situations can take place at any time for a variety of uncontrollable reasons. This section pertains to external threats or acts of violence which originate at Tehama County Facilities with the intent to cause multiple casualties. Examples of external threats or acts of violence employees may encounter include, but are not limited to; active shooter situations, bomb threats, hostage situations, civil unrest, explosions, or biological / chemical exposures. Information provided in this section may be used as a resource for departments, however specifics regarding how to respond during an emergency should be gathered from other available sources, such as the Department of Homeland Security (Active Shooter – How to Respond), the Federal Bureau of Investigation (Active Shooter Resources), or information gathered from reputable online training platforms (Vector Solutions).

Employees should be provided with information, including response procedures and evacuation routes for their worksite. Other information should include individual roles and responsibilities, information about threats, hazards, and protection as well as communication procedures, evacuation, shelter-in-place procedures, and location and use of common emergency equipment. Reference the Tehama County Emergency Preparedness and Response Plans (EPRP) for more information.

In addition, it is important to ensure employees are observant and pay particularly close attention to individuals exhibiting suspicious or unusual behavior. Employees should take notes of physical descriptions such as gender, race, hair color, eye color, and clothing descriptions, including clothing color and any personal accessories or other items in the individual's possession. Employees should immediately leave the area if any suspicious items or property are left behind, such as a box, bag, or any other type of container. Once the employee has reached a safe location, they should report the information to the Department Head or their designee, or to the proper law enforcement agency. Employees should never touch or attempt to move any suspicious or unusual items left behind.

Any employee who has reason to believe a person outside or inside the workplace may cause harm to Tehama County employees or the public shall immediately report those concerns to their Department Head or their designee, the Tehama County Personnel Office, or the proper authorities.

Workplace Violence Types

According to the California Division of Occupational Safety and Health (CalOSHA), there are four types of workplace violence.

Type 1 Violence: Violence committed by someone without legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 Violence: Violence directed at employees by a customer, client, patron, or visitor.

Type 3 Violence: Violence directed at an employee by a present or former employee, supervisor, or manager.

Type 4 Violence: Violence committed by someone outside the workplace who has a relationship with an employee.

Domestic Violence

Tehama County is committed to providing a workplace in which the perpetration of domestic violence is neither tolerated nor excused, as well as providing support for employees and managers to address the occurrence and effects of domestic violence in the workplace. Managers and supervisors can help address safety issues at work by identifying a confidential means for employees to seek help, resources and referral information, or leave necessary to obtain medical, counseling or legal assistance and workplace relocation. For more information on Domestic Violence, reference TCPR §6207: Accommodations and Leave for Domestic Violence Victims.

Reducing Workplace Violence Hazards

Department Heads, supervisors, and / or DSR's shall identify and evaluate specific workplace violence hazards, unsafe conditions or work practices, and employee reports of concern at the worksite. Workplace practice controls shall be used as part of the required Tehama County Injury and Illness Prevention Plan (IIPP) and include potential workplace violence hazard mitigation measures as part of the periodic worksite inspection process. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Communication related to reducing workplace violence incidents may be distributed to employees via email and / or other written correspondence, as well as discussed periodically as part of Safety Committee and the department safety and health training topics.

Examples of workplace violence prevention may include, but are not limited to the following:

- Ensuring work areas and walkways are adequately lighted whenever employees are present
- Ensuring security systems, door locks, panic alarms, and badge readers are functioning as designed
- Reporting unusual or potentially unsafe behavior from individuals without a legitimate business need
- Ensuring employees are trained on assessing potential hazards before entering a location and empowering employees to leave the area prior to entry if deemed unsafe
- Ensuring County vehicles are properly maintained
- Ensuring evacuation maps are posted throughout County worksites, and safe zones within worksite locations are identified
- Routinely reviewing department specific safe code of practices, as well as prior workplace violence incidents and locations
- Reporting unusual backpacks or packages
- Providing active shooter training
- Implementing check-in procedures for high-risk and lone workers
- Routinely assessing the need for security systems and / or workplace barriers
- Implementing workplace violence hazard reporting procedures
- Posting workplace violence prevention materials

- Ensuring employee emergency contact information is current
- Ensuring law enforcement emergency contact information is posted
- Considering pairing employees with one another when additional measures of safety may be necessary
- Ensuring employees are adequately trained on workplace violence prevention strategies and reporting procedures

Reporting Procedures

The safety and security of Tehama County employees are of the highest priority. Tehama County promotes a “see it say it” practice. Any potentially dangerous situations in the workplace shall be immediately reported to the Department Head or their designee, or the Tehama County Personnel Office. Workplace Violent Threat/Act Incident Forms shall be used to report workplace violence or potential workplace violence and may be obtained through the Tehama County Personnel Office or their website. Reports of workplace violence may be made anonymously and will be investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Criminal conduct will be reported to the proper law enforcement agency. All reported incidents of workplace violence involving Tehama County employees will be investigated. Confidentiality will be maintained in accordance with applicable laws. Non-employees engaged in violent acts on County premises will be reported to the proper authority.

Acts of retaliation against employees or members of the public who report violations of this policy should be reported immediately to the Department Head or their designee, or the Tehama County Personnel Office.

Concerns for and actual reports of workplace violence shall not be repressed by elected or appointed employees. If an employee’s concern or report is being repressed, they shall report it to the Department Head or their designee, or the Tehama County Personnel Office.

Training

Tehama County will provide employees with WVPP training and instruction annually and in accordance with the law.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Be familiar with this policy as well as the department policy/procedures and report any incidents or potential incidents of workplace violence. Employees who feel they have been the target of actual or threatened violence in the workplace or who have observed or otherwise learned of such conduct should immediately contact the Department Head or their designee, or the Tehama County Personnel Office. Details surrounding the event shall be documented on the Workplace Violent Threat/Act Incident Form.

In cases where there is imminent danger or the potential for violence, employees should get to safety first, alert others if possible, and contact law enforcement.

Department Head and Supervisor Elected officials, Department Heads and/or supervisors who receive complaints regarding workplace violence from employees or members of the public shall take

proactive steps to prevent acts of violence, and ensure employees are familiar with the WVPP and receive annual training in accordance with the law. Assess the risk of workplace violence and actively work towards correcting and / or mitigating identified risks in a timely manner based on the severity of the hazard. Work with employees to correct identified behavioral problems. Supervise, evaluate, and document employee behavior and performance in conformance with safe work practices. When threats or violent acts take place, Department Heads and / or supervisors shall ensure an investigation, including documentation, recommendation, and corrective action occurs, reference TCPR §7401: Discipline Procedures for more information. Acts of violence which are criminal in nature shall be reported to the applicable law enforcement agency.

Completed Workplace Violent Threat / Acts Incident Forms, investigation reports, and accompanying supporting documentation are to be submitted to the Personnel Office.

Personnel Office The Personnel Office may assist Department Heads, supervisors, and employees with issues pertaining to workplace violence. Personnel Office staff are also responsible for ensuring disciplinary matters are managed in accordance with this rule.

The Personnel Office will maintain the violent incident log and respond to mandatory reporting requirements as set forth in CA Labor Code §6401.9 and CalOSHA regulations.

Required Forms: Workplace Violent Threat / Acts Incident Form

References: CA Labor Code §6401.9; TCPR §6207: Accommodations and Leave for Domestic Violence Victims; TCPR §7401: Discipline Procedures; TC Injury Illness Prevention Plan (IIPP); Tehama County Emergency Preparedness and Response Plans (EPRP). www.dhs.gov; www.fbi.gov; www.vectorsolutions.com

Effective Date: October 19, 2021

Revised:

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.