



# CITY OF LAREDO

## WORKPLACE VIOLENCE POLICY

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### **I. Statements of Policy**

The City of Laredo will not tolerate any acts of workplace violence against persons or damage to property. Any employee who commits, or threatens to commit, an act of workplace violence will be subject to investigation and discipline, up to and including termination. In addition, the City will utilize the Workplace Violence Review Committee to conduct an incident assessment, implement measures to protect employees, customers, and property from workplace violence and investigate threats and actual occurrences of workplace violence.

This policy shall not be construed and is not intended to abridge the rights and duties of Laredo Police Officers or other law enforcement officers to uphold and enforce the laws of the City of Laredo and the State of Texas, or to use any amount of force that is deemed reasonably necessary to affect an arrest or to protect persons who are in danger of bodily injury or death.

### **II. Definitions**

- A. Workplace violence, as used in this policy, means acts of violence against an employee or member of the public, threats to inflict physical harm, or damages to property or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Workplace violence does not include reasonable force in the defense of one's self or others.
- B. Weapon(s) mean any firearm, switchblade, knife, dangerous chemical, explosives, blasting cap, chains, and any other objects used to injure or intimidate others.
- C. Workplace Violence Review Committee, as indicated in this policy, is an Administrative committee composed of the following individuals:
  - Administrative Services Director/Designee
  - Director from affected Department
  - Police Chief/Designee
  - Employee Health Nurse
  - Risk Manager

### **III. Employee Responsibilities:**

- A. Employees are required to treat other people and property with respect. No employee is permitted to commit, coerce, or threaten to commit violence against any employee or member of the general public. Examples of prohibited conduct are: physical abuse, verbal threats to inflict physical harm, vandalism, arson or use of weapons.
- B. Employees are not permitted to bring weapons to the workplace unless the weapon is required to fulfill the employee's job duties, such as those of a police officer.
- C. Employees shall report threats or incidents of workplace violence to a supervisor immediately. The Violence Report Form shall be completed and forwarded to the Workplace Violence Review Committee immediately. In case of immediate serious threat or commission of a crime, the Police shall be notified immediately. In the case of imminent danger to persons or property, employees shall take action to safeguard persons or property without endangering their personal safety and shall make a formal report.

- D. Even without an actual threat, employee shall report any behavior they have witnessed which they regard as threatening or violent.
- E. Immediately report to supervisor personal conflicts that could lead to workplace violence.

**IV. Supervisors Responsibilities**

- A. Supervisors shall attend training on identifying and defusing workplace problems and conflicts. Supervisors are expected to appropriately intervene when they see an employee subjected to abuse; whether from another employee or a member of the public.
- B. Supervisors shall immediately notify their Department Director and the Administrative Services Director/Designee if an incident of workplace violence is suspected, or if they become aware of a threat.

**V. Director's Responsibilities**

- A. Directors, Managers, and Supervisors have the responsibility of assessing prospective employees appropriately in accordance with this Policy.
- B. Assess all workplaces to ascertain their security and implement measures to assure workplace security.
  - 1. Investigate all situations where workplace violence has occurred to remedy the violence that has occurred and to avoid future occurrences.

**VI. Administrative Services Department's Responsibilities**

- A. The Administrative Services Department is responsible for implementing this policy, as follows:
  - 1. Develop and implement training for supervisors and employees to lower risk and improve employee relationships.
  - 2. Investigate all threats of workplace violence that have been reported.
  - 3. Implement post-incident response and evaluation to include trauma-crisis counseling; critical incident stress debriefing or employee assistance programs to assist victims.
  - 4. Ensure that the employees involved in incidents of workplace violence are referred to the Employee Assistance Program for an evaluation regarding their work status before returning to work.

**VII. Workplace Violence Review Committee Responsibilities:**

- A. Review each alleged incident of workplace violence.
- B. Make recommendations to discipline and/or terminate employment for violation of this Policy.
- C. Forward all recommendations to Legal Department for review.



# City of Laredo Violence Report Form

**Date of Report:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Name of the Person writing the report:** \_\_\_\_\_

**Name of the Person making the report:** \_\_\_\_\_

**Name(s) of the victim(s) (for more than eight list on back)**

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

**Name of the alleged harasser:** \_\_\_\_\_

**Names of the witnesses (for more than six, list on back)**

Name	Telephone	Name	Telephone
1.		4.	
2.		5.	
3.		6.	

**Describe in detail what occurred:** \_\_\_\_\_

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

**Where did incident occur?** \_\_\_\_\_

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

**Was a verbal threat made, direct, indirect, or hidden? If so, what was said?**

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

**Was there any physical violence? If so, what happened?** \_\_\_\_\_





## City of Laredo Violence Survey

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1. Do you feel you are working in a safe environment?

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1. Do you believe any of your co-workers are capable of becoming violent? Why?

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2. Would you know what to do if a co-worker became violent?

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3. What security problems do you worry about?

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4. What experiences have you had while working for this city that you consider violent?

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5. What types of threats of violence do you believe we experience from outside the city?

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6. What types of threats of violence do you believe we experience from inside the city?

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7. What perception do you have on how first line management or supervisors handle difficult people?

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**ACKNOWLEDGEMENT OF RECEIPT OF THE  
CITY OF LAREDO  
WORKPLACE VIOLENCE POLICY**

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I, \_\_\_\_\_ acknowledge that on \_\_\_\_\_,  
Please Print Date  
I received a copy of the City of Laredo Workplace Violence Policy.

**I have read this policy and understand it.**

**I also understand that if I observe or suspect violence in the workplace or feel that I can be subjected to violence in the workplace, I must report it immediately to my supervisor.**

**If for any reason I do not feel comfortable discussing the matter with my supervisor I must notify my Department Director or contact the Administrative Services Director.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**SS#**

\_\_\_\_\_  
**Department Name/Division Name**