

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Workplace Violence		Number: 22-50
		Effective Date: 6/18/2024
Departments Affected: All		Supersedes (Number/Date): 22-50 10/17/2023
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 6/18/2024	

Overview: The City of Red Bluff is committed to providing a safe workplace for all employees. This policy is intended to establish a strong commitment to provide a safe work environment free of violence and threats of violence in all City of Red Bluff facilities.

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

Guidelines: The City of Red Bluff recognizes potentially dangerous situations may occur at the workplace. Acts of violence, threats of violence, or threatening behavior, whether direct or indirect, will not be tolerated. Employees or members of the public who make threats, exhibit threatening behavior, or engage in violent acts against the life, health, well-being, family, or property of others while at work or at City events 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.

Internal Threats or Acts of Violence

Workplace violence is a serious issue. This section pertains specifically to situations in which a City of Red Bluff employee 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 or not the perpetrator intended to carry out the threat. 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

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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 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 City property, including parking lots, other exterior premises, in City vehicles, or while engaged in business activities with or for the City 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).

City of Red Bluff employees are our most valuable asset. Any City of Red Bluff 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 Human Resources Department. 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 Human Resources Department.

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 the City of Red Bluff 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, 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.

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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 City of Red Bluff employees or the public shall immediately report those concerns to their Department Head or designee, or the proper authorities.

Domestic Violence

The City of Red Bluff 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 AP&P 22-41: Accommodations and Leave for Domestic Violence Victims.

Reporting Procedures

The safety and security of City of Red Bluff employees are of the highest priority. Any potentially dangerous situations in the workplace shall be immediately reported to the Department Head or their designee, or the Human Resources Department. Reports of workplace violence may be made anonymously and 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 City of Red Bluff employees will be investigated. Confidentiality will be maintained in accordance with applicable laws. Non-employees engaged in violent acts on City 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 Human Resources Department.

Department Heads and supervisors who receive complaints regarding workplace violence from employees or members of the public should take proactive steps to prevent acts of violence and alert Human Resources immediately. Ensure employees are familiar with this policy. Assess the risk of workplace violence and actively work towards mitigating identified risks. Work with employees to correct identified behavioral problems. Supervise, evaluate, and document employee behavior and performance in conformance with safe work practices.

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When threats or violent acts take place, Human Resources shall ensure an investigation, including documentation, recommendation, and corrective action occurs, reference AP&P 22-48: Cause for Discipline Action & Procedures for more information. Acts of violence which are criminal in nature shall be reported to the applicable law enforcement agency.

Workplace Violence Protection Plan (W.V.P.P.)

Please reference the City's Workplace Violence Protection Plan located in the City's Injury & Illness Protection Plan (I.I.P.P.) for more information.