

City of Lincoln

Workplace Violence Prevention and Firearms Policy

I. Purpose

The City of Lincoln will not tolerate acts of workplace violence. This policy applies to workplace violence from either internal or external persons, such as employees, customers, vendors, or citizens.

In addition to the prohibition against workplace violence, employees are also prohibited from bringing or keeping in the workplace any firearms, ammunition, explosives, and any other object whose purpose is to inflict bodily injury.

However, the provisions of this policy do not apply to employees who must carry firearms, ammunition, explosives, or other items, as a condition of employment.

II. Definition

The City defines workplace violence as any act of violence, against an employee or member of the public, threats to inflict physical harm, damage to property, or any intentional behavior that would cause a reasonable person to feel threatened with physical harm. This policy applies to workplace violence from either internal or external persons, such as employees, customers, vendors, or citizens.

Workplace violence does not include reasonable force in the defense of oneself or others.

III. Prevention of Workplace Violence

The City supports the concept of a safe work environment and the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, the proper handling of emergency situations, and providing a reporting procedure to address incidents of violence without fear of reprisal.

While the provisions of this policy do not apply to employees who must carry firearms, ammunition, explosives, or other items, as a condition of employment, it is a provision of this policy that employees must use these items in accordance with their particular department's operating procedures and all applicable State and Federal laws.

IV. Reporting Workplace Violence

Incidents of workplace violence must be reported to the Department Head, or to an appropriate Supervisor. Department management will assess and investigate the incident and determine the

appropriate action to be taken. Department Heads will inform the Personnel Director of all reported incidents of workplace violence. Employees should communicate any unusual activity that may identify the potential for, or actual occurrence of, a violent incident to the police.

In critical incidents in which a serious threat of injury occurs, emergency responders such as Police, Fire, or Ambulance personnel should be immediately notified. Emergency responders can be contacted at 911.

As necessitated by the seriousness of the incident, the Personnel Director may assemble a Threat Management Team that may consist of staff from the Personnel Department, Mayors Office, City Attorney's Office, the affected Department, and other staff as deemed necessary to evaluate and resolve workplace violence issues.

V. Department/Division Security Audit

On an annual basis, or whenever the physical layout of the work space is significantly altered, the Department Head/Supervisor will examine the escape routes of the work area and communicate any changes to all department/division employees. On an as needed basis, the Department Head/Supervisor may request a security audit from the Police Department, Community Services/Crime Prevention Section (phone 441-7261), to determine whether any additional security measures are necessary.

VI. Responsibility

A. Department Heads have the responsibility to:

1. Implement this policy within their Department/Divisions.
2. Report or have reported, incidents of workplace violence to the Personnel Director, and if appropriate to the Lincoln Police Department.

B. Supervisors have the responsibility to:

1. Recognize and be alert to the potential of workplace violence in their work environment.
2. Encourage preventive measures, such as providing employees with information regarding services offered through The City's Employee Assistance Program (EAP) provider and how to access appropriate programs.
3. Annually, or whenever the physical layout of the work space is significantly altered, examine escape routes and communicate any changes to all department/division employees.

4. Report all incidents of workplace violence to the appropriate supervisor or department head, and if appropriate, to the Lincoln Police Department.

C. Employees have the responsibility to:

1. Report all incidents of workplace violence.
2. Refrain from bringing firearms, ammunition, explosives or any other objects whose purpose is to inflict bodily injury, into the workplace. Of course, the provisions of this policy do not apply to employees who must carry firearms, ammunition, explosives, or other items, as a condition of employment.
3. Assist the public, to the extent of your job responsibilities, in dealing with workplace violence.
4. Comply with the directives of this policy.

D. The Lincoln Police Department, Community Services/Crime Prevention Section, has the responsibility to:

1. Provide training for pre-incident and in-progress violence prevention.
2. Provide security audits for any department/division that requests this service.

E. The Personnel Department has the responsibility to:

1. Assess all reports of workplace violence and coordinate a Threat Assessment Team, as needed for serious incidents.

F. The Risk Management Division has the responsibility to:

1. Coordinate and schedule employee training in workplace violence recognition and prevention.
2. Audit and evaluate compliance with this policy on an annual basis. The effectiveness of this policy shall be evaluated annually and corrective action taken to eliminate defects found in this policy.

VII. Training

The City of Lincoln intends to make training available to employees to assist with the identification of risk factors associated with workplace violence and in the proper handling of

emergency situations, so as to minimize the threat of violent incidents occurring in the workplace.

VIII. Employee Assistance Program (EAP)

Should an employee become the victim of an incident of workplace violence, the Department Head/Supervisor may offer the services of the City's Employee Assistance Program (EAP) to assist in coping with the effects of the incident.

Should an employee commit an act of violence and it is determined that the employee did, in fact, commit the violent act, he/she may receive disciplinary action, and/or be referred to the EAP by the Department Head/Supervisor.

Questions concerning this policy will be addressed by:

**Risk Management Division
Personnel Department
555 S. 10th Street
Lincoln, NE 68508
441-7671**