

Town of New Haven
Policy for the Prevention of Violence in the Workplace

I. PURPOSE.

- A. The purpose of the Town of New Haven Policy for the Prevention of Violence in the Workplace is to prevent violence in the workplace. It is the policy of the Town of New Haven, hereinafter referred to as the "Town," to tolerate no violence in the workplace. If an employee of the Town, while in the workplace, or in the employment of the Town, engages in or threatens violence, it is the policy of the Town that such employee shall be terminated immediately for cause. In addition to engaging in or threatening violence, it is also the policy of the Town that speaking about engaging, joking about engaging, or engaging in or threatening violence is also impermissible.

The term "violence" shall include physically harming another, shoving, pushing, harassing, intimidating, bullying, coercing, brandishing weapons, threatening or talking of engaging in such activities and engaging in any and all other activities which would constitute the violation of harassment or disorderly conduct, or a more serious conduct amounting to a crime, toward another. It is the intent of the Policy for the Prevention of Violence in the Workplace to ensure that all employees and officials associated with the Town shall not threaten, nor shall be threatened, by any actions or conduct of an employee or official of the Town.

II. WORKPLACE SECURITY MEASURES.

- A. In an effort to enforce a Policy for the Prevention of Violence in the Workplace, and to provide a safe work environment for Town employees, officials and visitors, the Town imposes the following security measures:
- i. Access to Town property shall be limited to persons with a legitimate purpose for an entry onto Town property.
 - ii. All employees entering on Town property shall display identification, provided by the Town, identifying such employee as an employee of the Town.
 - iii. All Town vehicles, to the extent reasonable and practicable, shall display a symbol identifying such vehicle as a Town vehicle.

- iv. All visitors to Town property must register with the Town Clerk or other appropriate Town official, and must display photo identification if requested.

III. INSPECTIONS.

- A. Desks, telephones, computers and other such equipment supplied by the Town are property of the Town. The Town reserves the right to enter and/or inspect an employee's work area including, but not limited to, desks, telephone records, computer records and computer storage disks, without notice.
- B. The facsimile machine, copier, computer, telephones and mail systems, including emails, are intended for Town business use. Personal business shall not be conducted through these systems. Under conditions approved by the Town, telephone conversations may be monitored and voice mail messages and email messages may be retrieved in the process of monitoring customer service and adherence to the Policy for the Prevention of Violence in the Workplace.
- C. Any private conversations overheard during such monitoring, or private messages retrieved, which the Town determines to constitute threats or violence against other individuals, whether or not Town employees, may be used as a basis for termination for cause.

IV. REPORTING VIOLENCE.

Employees in the workplace are often in a better position to observe violence or the threat of violence in the workplace than are supervisors or Town officials. Town employees, along with supervisors and Town officials, are encouraged to report violence.

Such reports shall be made in confidence to the Town Supervisor, Town Clerk or other member of the Violence Prevention Team. Upon the reporting of violence, a suspicion of violence or threat of violence in the workplace, the Town Supervisor, in consultation with the Town Attorney, shall coordinate an investigation of such reports. The identity of the person reporting such violence shall be kept in confidence unless the revelation of the identity of the reporter is necessary to conduct a hearing for cause or to report such violence to law enforcement officials if such behavior is deemed to be criminal.

V. TRAINING PROGRAMS.

From time to time, the Town may arrange violence prevention training programs for employees as part of its commitment to preventing violence. Attendance at such training is mandatory for all Town employees and failure to obtain such training may subject the employee to suspension without pay until the employee completes the training. If the employee continues to fail to complete the training, such will be deemed insubordination and the employee may be subject to termination for cause.

VI. VIOLENCE PREVENTION TEAM

The Town shall maintain a Violence Prevention Team to which incidents of violence, suspected violence or potential violence may be reported and investigated. The team shall consist of the Town Supervisor, Town Clerk, Town Attorney and a Town Board Member.

VII. INVESTIGATION PROCEDURE.

- A. Within ten (10) days of the reporting of violence, suspected violence or potential violence, the Violence Prevention Team shall meet and review the information available on such incident. As a result of such review, the team shall determine the best, most appropriate resolution of the report, depending upon the credibility, available evidence and seriousness of the alleged violence.
- B. Once the Violence Prevention Team investigates the allegations and makes a determination, the team may resolve the matter as follows:
 - i. Dismiss the allegations as unfounded;
 - ii. Determine that the allegation is founded and include a summary report of the team's findings and determination in the employee's personnel file;
 - iii. Recommend that the Town Board reprimand, suspend or discharge the employee for cause;
 - iv. Report the incident to the appropriate law enforcement officials.

VII. EXPECTATION OF EMPLOYEE CONDUCT.

- A. Fundamental expectations of behavior that guide positive employee conduct and relations include, but are not limited to:
- i. Showing courtesy and respect for all coworkers, supervisors and members of the public;
 - ii. Working together and cooperating with co-employees both inside and outside of one's respective departments;
 - iii. Reflecting a positive attitude through positive communications, professionalism and courtesy in all interaction; and
 - iv. Assuming personal responsibility and accountability for words and actions at all times.