



City of Oneonta Workplace Violence Prevention Policy

Adopted: February 7, 2017

Revised: October 3, 2017

General Statement of Purpose

The City of Oneonta is committed to the safety and security of our employees, and, as such, the goal of this policy is to promote the safety and well-being of all people in our workplace. Workplace violence presents a serious occupational safety hazard to our agency, staff and customers. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on City of Oneonta property will not be tolerated, and will be thoroughly investigated. Appropriate action will be taken in response to incidents of workplace violence including the involvement of law enforcement officials when warranted and disciplinary action when necessary. All employees are responsible for helping to create an environment of mutual respect for each other as well as our visitors, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

Scope

This policy is designed to meet the minimum requirements of New York State Labor Law Article 2 Section 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. The City will be responsible for, and, at minimum, Authorized Employee Representatives will be involved in:

- Evaluating the physical environment for potential risks;
- Developing the Workplace Violence Prevention Program;
- Establishing and maintaining a record of all workplace violence incidents, and reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken;
- Ensuring that the public and employees know that workplace violence will not be tolerated.

Definitions

Workplace Violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, or the City of Oneonta's ability to provide services to the public.

Examples of workplace violence include, but are not limited to:

- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or threatening mannerisms of any kind).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving or any physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.

Education

The Personnel Office will be responsible for the dissemination and enforcement of this policy as described herein, as well as for ensuring that all employees participate in an annual workplace violence prevention training program.

Workplace Violence Advisory Team

The Workplace Violence Advisory Team will consist of the Personnel Director (or designee), the Police Chief (or designee), the City Manager (or designee), applicable Department Head(s) and union representatives. This team will assist in responding to reported incidents of workplace violence, assessing the City's readiness for dealing with workplace violence, evaluating incidents to prevent future occurrences, and utilizing preventative methods in responding to workplace violence. This team will also assist in developing tools to further assist employees in recognizing and preventing workplace violence throughout City operations.

Contact Person & Reporting Responsibilities

For Immediate Emergencies: Call 911

For Non-Immediate Emergencies: Call (in this order) -

1. Department Head
2. Personnel Director (607-432-0670)
3. Oneonta Police Department (607-432-1113)

All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Katie Böttger

Title: Personnel Director

Department: Personnel

Phone: (607) 432-0670

Email: kbottger@oneonta.ny.us

False Reports

Employees of the City of Oneonta who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous are made in good faith, will be subject to disciplinary action and/or referral to law enforcement authorities as appropriate.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence who has reported witnessing workplace violence or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found guilty of retaliatory action will be subject to discipline up to and including termination.

Confidentiality

The City of Oneonta shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The City of Oneonta will act on the basis of anonymous complaints where it has reasonable basis to believe that there has been a violation of the Workplace Violence Prevention Policy and that the safety and well-being of City of Oneonta employees would be served by such action.