



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Violence-Free Workplace	DOC Policy: 20.6.14
Supersedes:	None	
Applicability:	All employees, volunteers, and contract service providers	
Reference:	State Policy: 50.010.02	

I. PURPOSE

To promote and enhance a safe workplace environment for employees in their dealings with staff, volunteers, contract service providers, and/or the public to reduce the potential risk of violence in the workplace. This policy is not to be used or construed as policy concerning inmate behavior.

II. DEFINITIONS

- A. Threats and threatening behavior: Behavior (i.e., physical, verbal or written acts) that express or are perceived as expressing intent to cause physical or psychological harm, or both, against an individual or individuals or to cause damage to property.
- B. Violence or violent behavior: The actual carrying out of threatening behavior.
- C. Workplace violence: Harassment, threats, threatening behavior, and violent behavior in the workplace.

III. POLICY

- A. The Department of Corrections has a zero tolerance for behavior, which, to a reasonable person, is intimidating, hostile, threatening, violent, abusive, or offensive. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical or psychological harm. Also prohibited are acts that express or are reasonably perceived as expressing intent to cause damage to property. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.
- B. Any potentially dangerous situations must be reported immediately to a supervisor or a human resource consultant. Reports may be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be disclosed to others only on a need-to-know basis. Supervisors shall report incidents to a human resources consultant.

- C. Retaliation against employees who report or experience workplace violence is prohibited. Any employee found to have engaged in retaliatory action or behavior will be subject to discipline up to and including dismissal.
- D. The following measures shall be taken to effectively implement this policy and maintain a safe working environment:
 - 1. Reference checks and reviews of final candidates' backgrounds shall be conducted to reduce the risk of hiring individuals with a history of violent behavior. Reference background checks shall also be conducted on new volunteers and contract service providers.
 - 2. Public access buildings shall, if necessary develop policy or procedures for the safe access of the public into the facility.
 - 3. Training. Employees and managers shall be educated to identify behaviors, which may lead to potentially dangerous situations.
 - 4. Threats or assaults that require attention by security or police shall be reported to the appropriate personnel or agency.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.