

# Salt Lake County Human Resources Policy 3-800: Violence in the Workplace

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## **Purpose**

The purpose of this policy is to provide guidance to employees regarding the prevention and mitigation of violence in the workplace and to establish procedures for supervisors and employees when they are confronted with violence or threats of violence.

## **I. Policy**

Salt Lake County has a zero tolerance policy for violence in the work place. Prohibited conduct within Salt Lake County workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any employee or staff employed at the County.

## **II. Responsibilities**

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below:

### **A. All Employees shall:**

1. Immediately report violent incidents or threats of imminent violence to 911 or Protective Services **(385)-468-8911** with a detailed explanation of the incident that includes date, time, nature of incident, individual (s) involved and context.
2. Immediately report warning signs of violent or hostile behavior to your supervisor.
3. Immediately report to your supervisor behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded.
4. Participate biennially in a *Workplace Violence Training/Active Shooter*. All new hires will have *Workplace Violence Training/ Active Shooter* presented in New Hire Orientation.

### **B. All Supervisors shall:**

1. Immediately report violent incidents or threats of imminent violence to 911 or Protective Services with a detailed explanation of the incident that includes date, time, nature of incident, individual(s) involved and context.
2. Complete a [Workplace Violence Incident Report](#) within 24 hours and send to Protective Services with a copy to Human Resources and the District Attorney's Office.
3. Take responsibility to ensure that employees are trained on this policy.
4. Take appropriate steps to protect those who report threatening behavior from retaliation.

### **C. Protective Services shall:**

1. Respond to reports of workplace violence and emergency situations and coordinate with other law enforcement agencies.

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2. Immediately notify the District Attorney's Office and Human Resources upon opening an investigation of workplace violence and provide summary information of the incident
3. Advise and coordinate with the District Attorney's Office, Human Resources and affected agencies on an appropriate response.
4. Take appropriate steps to protect those who report threatening behavior from retaliation.
5. Log all reports of violence in the workplace.
6. Contact the administrators and supervisor(s) of the employee who received and/or initiated the threat regarding the report of a workplace violence incident.
7. Train employees in at-risk areas to develop and implement safety plans.

**D. Human Resources shall:**

1. Review reports of alleged conduct that is prohibited by this policy.
2. Advise and coordinate with Protective Services, the District Attorney's Office and affected agencies on an appropriate response.
3. Review and recommend disciplinary action against employees who have violated the policy.
4. Take appropriate steps to protect those who report threatening behavior from retaliation.
5. Review this policy annually and recommend revisions as appropriate to enhance its effectiveness.
6. Ensure the effective implementation of this policy by collaborating with agencies.

**E. District Attorney's Office shall:**

1. Review reports of alleged conduct that is prohibited by this policy.
2. Advise and coordinate with Protective Services, Human Resources and affected agencies on an appropriate response.
3. Review and recommend disciplinary action against employees who have violated the policy.
4. Review this policy annually and recommend revisions as appropriate to enhance its effectiveness.

**F. Mobile Crisis Outreach Team shall:**

1. Provide crisis counseling, advocacy, and management consultation for those affected by workplace violence, hostility, or harassment. The Mobile Crisis Outreach Team will be contacted by Human Resources in consultation with the District Attorney and the affected department and elected office administrators.
2. Provide consultation regarding behavioral risk factors in the prevention and management of potential workplace violence.

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3. De-brief with department, individuals, or groups who may experience secondary trauma from a violent incident.

## III. Threat Assessment

Upon receiving a report under this policy, Protective Services, Human Resources and the District Attorney's Office shall conduct a threat assessment.

- A. A threat assessment is a structured group process used to evaluate the risk posed by another employee/person, typically as a response to an actual or perceived threat or concerning behavior.
- B. The primary purpose of a threat assessment is to prevent targeted violence.
- C. The threat assessment process is centered upon on analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to mount an attack and is engaged in planning or preparing for that event.
- D. The group gathers information, evaluate facts, and make a determination as to whether a given person/employee poses a threat of violence to a target.
- E. If an inquiry indicates that there is a risk of violence in a specific situation, the group conducting the threat assessment collaborate with others to develop and implement a plan to manage or reduce the threat posed by the employee/person in that situation.

## IV. Discipline

Conduct violating this policy may subject an employee to discipline and/or termination.

- A. Progressive discipline is not required in cases of threatening or violent behavior where the violation justifies more severe disciplinary action.
- B. An employee who is removed from the workplace due to an alleged violation of this policy will be placed on leave pending further action.

## V. Resources

- A. Human Resources Policy:
  1. 1-200, General Definitions
  2. 3-400, Discipline