

WORKPLACE VIOLENCE

I. PURPOSE

The City of Harlingen prohibits workplace violence to ensure a safe workplace.

II. POLICIES AND PROCEDURES

A. PROHIBITED CONDUCT

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, while not all inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon, concealed or otherwise, while on city property or while on city business unless specifically authorized by a valid concealed weapon permit or in connection with the employee's job responsibilities as a City licensed peace officer. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc. as defined by Texas Penal Code §46.01.

- Committing acts motivated by, or related to, sexual harassment or domestic violence.

B. REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor, Department Director, or the Human Resources Department. Behaviors include:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation may be counseled.

All individuals who apply for or obtain a protective or restraining order which lists City locations as being protected areas, must provide to management a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Likewise, all employees must immediately advise their Department Director or the City Manager's Office if any protective or restraining order is issued against them.

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C. EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

D. ENFORCEMENT

Threats, threatening conduct, other acts of aggression or violence, or any other conduct in violation of this policy. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.