

STATEMENT OF POLICY

The City of Annapolis is committed to maintaining a workplace free from violence for its employees, citizens, visitors and guests. It is our intent to take every reasonable step to promote a work environment that is safe and secure at all times by encouraging a positive and respectful work environment that fosters employee productivity, safety and security.

This policy outlines what constitutes a violent act and the responsibilities of managers and employees to report and document such acts. In addition, the policy provides a format for reporting and investigating violent acts, as well as suggested forms of discipline and reporting, pursuant to City regulations and State/Federal laws.

By establishing a written policy on how to handle violent workplace situations, the City provides managers and employees with a tool to promote a safe work environment as well as guidance as to how to swiftly respond to workplace situations of a violent nature.

DEFINITIONS

1. **DISRUPTIVE BEHAVIOR** disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, aggressively waving arms or fists in a threatening manner, or verbally abusing others; outbursts and instigating interpersonal conflicts between individuals; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.
2. **THREATENING BEHAVIOR** includes physical actions short of actual contact/injury (e.g., moving closer aggressively); stalking/following another individual; general oral threats based on tone of voice or written threats to people or property (e.g. "you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over.")
3. **VIOLENT BEHAVIOR** includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as violent (e.g., throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (e.g., a threat to shoot a named victim.)

WORKPLACE VIOLENCE

No employee of the City of Annapolis shall engage in any disruptive, threatening or violent behavior while on City property or at any other location while performing duties on behalf of the City. Any violation of this provision shall be reported to the immediate supervisor and investigated by the City.

- [Workplace Violent Incident Report](#) (Word document)

DUTIES AND RESPONSIBILITIES

Emergency

If you are a victim/witness to a crime in progress, an incident involving a hostage situation or a weapon, contact the Police IMMEDIATELY!!! (DIAL 911).

Each City Department is required to develop a duress word or phrase that will signal other employees that an emergency situation is in progress. By hearing the duress word or phrase, employees will know to contact the Police immediately. Each Department Director is responsible for ensuring that the duress word or phrase is identified and communicated to all current and future employees.

Should an emergency situation occur that warrants contacting the Police, the Supervisor shall contact the Human Resources Department as soon as possible but no later than the next work day to report the incident and receive further instructions.

Non-Emergency

If you believe that you are a victim or a witness to a violent act in the workplace, either actual or perceived, you should **immediately** report the facts of the incident and the name of the individuals involved in the incident to your supervisor or the Human Resources Department. As the victim or witness, you should use the City of Annapolis Violent Incident Report to record important facts and information regarding the violent act. This report should be submitted directly to your Supervisor or the Human Resources Department for further action.

Upon receipt of the Violent Incident Report from the victim or witness, the Supervisor or Human Resources Department shall conduct an investigation utilizing the City of Annapolis Violent Incident Investigation Report. This Investigation Report shall be completed within five (5) working days of receipt of the initial Violent Incident Report.

If the Supervisor conducts the investigation, he or she shall promptly forward the completed Violent Investigation Report, including findings and recommendations, to the Human Resources Department. The Human Resources Department will review the report and issue comments to the investigating supervisor within five (5) working days of receipt of the investigative report.

VIOLATIONS OF POLICY

Any employee found to have violated the City of Annapolis Workplace Violence Policy shall be disciplined in accordance with the City of Annapolis Personnel Rules and Regulations, and/or applicable Departmental Regulations and Collective Bargaining Agreements.