

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: July 20, 2021 **Approx. Start Time:** 3:30 **Approx. Length:** 30 min.

Presentation Title: Prevention of Workplace Violence Policy

Department: Human Resources

Presenters: Eric Machado, County Risk Manager

Other Invitees: Evelyn Minor-Lawrence, Cindy Becker

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

To approve the updated Prevention of Workplace Violence Policy.

This policy applies to all Clackamas County employees, elected officials, volunteers, vendors and contractors and, as such, must go before the Board for approval.

EXECUTIVE SUMMARY:

The 2016 Leadership Academy worked on a project to develop a workplace violence prevention plan which called for a variety of actions including:

- Board resolution affirming the County's commitment to preventing violence
- Creation of a Workplace Violence Prevention Team
- Development of policies, procedures, training, education and awareness
- Creation of department workplace violence prevention plans

Many of these actions were implemented; however, it is time to update them to reflect current practice and expectations. Workplace Violence Prevention 2.0 has the following components:

- Updated policy (attached)
- Visitor Procedures for the Public Services and Development Services Building
- Standardized department templates for WVP plans
- Updated ID Badge policy
- Mandated countywide and department training expectations
- Security system improvements at all leased and owned county buildings

Over the next couple of months, most of the above components will be implemented, the only outlier is the time it will take to install the additional security measures. The purpose of today's Policy Session is to request Board approval of the updated Prevention of Workplace Violence Policy.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$ N/A

What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- **How does this item align with your Department's Strategic Business Plan goals?**
- **How does this item align with the County's Performance Clackamas goals?**

It aligns with *Ensure Healthy, Safe and Secure Communities*

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

1. Approve the policy
2. Revise the policy
3. Do not approve the policy

RECOMMENDATION:

Option 1. Approve the policy

ATTACHMENTS:

Prevention of Workplace Violence Policy

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Eric Machado @ 503-655-8576
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<input type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

Prevention of Workplace Violence

Name of Policy	Prevention of Workplace Violence	Policy	EPP #34
Policy Owner Name	Eric Machado	Effective Date	
Policy Owner Position	County Risk Manager	Approved Date	10/28/99
		Revised Date	05/21

I. PURPOSE

To describe the County’s Prevention of Workplace Violence policy and associated responsibilities to prevent or respond to threats or actual violence.

This policy applies to all Clackamas County employees, elected officials, volunteers, vendors, and contractors.

II. AUTHORITY

The Board of County Commissioners has the authority to promulgate policies for the management and operation of Clackamas County government. (ORS 203.035)

III. POLICY

Clackamas County does not tolerate any threats or any acts of violence against another person’s life, health, well-being, family or property.

Clackamas County employees, elected officials, volunteers, vendors, and contractors are prohibited from bringing weapons into any County property, facilities or County vehicles except as provided below:

- County employees who are required to possess firearms, weapons, or other dangerous devices as a condition of their employment are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.
- Carrying of concealed handguns must be in accordance with Oregon statutes.

IV. DEFINITIONS

Workplace Violence means threats or any acts of violence including, but not limited to, intimidation, harassment, coercion, physical attack, domestic violence or property damage that occurs in the workplace or outside the workplace if it has an impact on the workplace.

General examples of prohibited workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Clackamas County property, regardless of the relationship between the County and the parties involved in the incident
- All threats or acts of violence not occurring on County property but involving someone who is acting in the capacity of a representative of Clackamas County

- Unauthorized possession of or inappropriate use of firearms, weapons, or any other dangerous devices on County property, in County vehicles, or in any personal vehicle which is used for County business
- The intentional destruction or threat of destruction of property owned, operated, or controlled by Clackamas County

V. POLICY GUIDELINES

Reporting and Retaliation

Retaliation against county employees or others who report a threat or violent incident; provide good faith, truthful testimony, assistance; or participate in any manner in an investigation, or hearing resulting from a report of workplace violence is prohibited. Employees who engage in retaliatory conduct are subject to discipline.

Responsibilities

Human Resources Department Safety Program

- Make prevention of workplace violence template available to departments
- Ensure necessary procedures/protocols are in place for prompt and appropriate response to any threat or act of violence
- Ensure necessary procedures/protocols are in place to address employee accountability for threats or acts of violence committed in the workplace
- Coordinate resource list and/or provide training for violence prevention and response
- Oversee investigations of threats or acts of violence committed in the workplace
- Ensure avenues of support are available for employees who experience violence

Elected Officials and Department Directors

- Implement and maintain individual department plans by location
- Coordinate department plans with other departments/programs in same location (floor or building)
- Ensure their employees receive annual training
- Ensure their managers and supervisors carry out their responsibilities

Managers and Supervisors

- Ensure that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees
- Promptly and accurately report all workplace violence incidents whether or not physical injury has occurred to the Human Resources Department, Risk Management
- Take all threats seriously
- Respond to reports of or knowledge of threats or acts of violence
- Evaluate immediately and confidentially any report of threat or act of violence
- Take action in consultation from Human Resources - where possible – to protect an employee from further threats or acts of violence
- Ensure employee awareness of mental health services (including EAP services) and encourage their participation

All Employees

- Shall not make threats or commit acts of violence
- Seek assistance to resolve personnel issues that may lead to threats or acts of violence in the workplace
- Employees who have obtained an order of protection shall notify their manager/supervisor of any orders that list County facilities as protected areas
- Victims of domestic violence who believe the violence has the potential to spread into the workplace are encouraged to notify their manager/supervisor
- Follow Risk Management procedures to report incidents to manager or supervisor for any dangerous or threatening situations that occur in the workplace or those that occur outside of the workplace which may affect workplace safety
- Employees shall follow visitor procedures in their buildings.

Calling 911 (CCOM)

- CCOM is staffed 24/7 and 365 days a year, including 911 and non-emergency.
- Employees, volunteers, and interns shall notify – call or text -Clackamas County Communications (CCOM) 911 immediately to report **imminent** threat to life or property; whether active or just occurred (within 15 minutes), including but not limited to:
 - Medical emergencies
 - Fires; active or threatening
 - Police emergencies
 - Behavioral health incidents in which individuals experiencing mental health issues and stability is unknown or individual is or may become violent
 - Animal abuse/neglect
 - Suspicious people, packages, vehicles

Threat Assessment

- Managers or supervisors are encouraged to contact Law Enforcement in non-emergency situations to evaluate whether a threat assessment is appropriate under the circumstances.

VI. ACCESS TO POLICY

This policy will be provided at new hire orientations provided by Human Resources and posted on the County's intranet and in the Power DMS.

VII. RELATED POLICIES

EPP No. 39 – Domestic Violence Victim Leave

EPP No. 60 – Domestic Violence and other Related Violence Awareness Assistance