

## 5 - EMPLOYEE BEHAVIOR AND DISCIPLINE

### 5.5 Workplace Violence

Revised: July 1, 2007

Reviewed: December 2018

It shall be the policy of the City of Marshalltown that violence in any form or the threat or perception of violence by or against any employee while performing his or her official duties, or due to the employee's official duties wherever those duties are performed, shall not be tolerated. The City shall take whatever action it deems appropriate against the perpetrator of any such action. This policy includes incidents involving other City employees and incidents involving individuals from outside perpetrating violence against City employees.

Violence includes any situation that a reasonable person believes creates a danger to personal safety.

- ◆ The possession of, the use of, or the threat of use of any weapon by any person, is not permitted in City buildings, at City work sites, in City vehicles, or in City parking areas. However, this policy does not prohibit the possession or use of a weapon that is an acknowledged requirement of the individual's employment with the city, or by a law enforcement officer, acting lawfully in that capacity. This policy also does not prohibit the lawful possession and use of weapons in authorized uses by the City.

Weapons are any device designed to inflict death or injury and include, but are not limited to firearms, offensive weapons, knives, any type of bomb, or any type of explosive materials.

- ◆ Threats, threatening behavior, intimidation, harassment, acts of violence, or any other inappropriate behavior which threatens or frightens a person or disrupts the work performance whether mentally, emotionally, or physically of any employee, or his or her ability to execute his or her job shall not be tolerated. Every reported incident shall be documented and shall be reported to the City Administrator. The City Administrator shall take necessary steps to have the report investigated in a timely manner and have appropriate action taken to stop the behavior. In most cases this will involve notification to and investigation by the Police Department.
- ◆ Every employee shall have the obligation to prevent workplace violence and to maintain a safe work environment. Every employee shall be obligated to immediately report each and every incident that may be perceived as workplace violence whether to him or her personally or to others. An employee with knowledge of an incident but who does not report it may be disciplined for his or her failure to report it.

This report may be made to the employee's supervisor or any other supervisor, to the employee's Department Director or any other Department Director, to the City Administrator, to the Mayor, to the City's Human Resources Director, or to the Police Department.

- ◆ A City employee believed to be committing such acts may be removed from the premises and may be suspended or placed on paid or unpaid leave while the allegation or incident is investigated. The employee may be subject to additional disciplinary actions up to and including discharge and may be subject to criminal penalties and/or civil remedies.
- ◆ Appropriate action shall be taken against individuals other than City employees who are believed to be committing such acts.
- ◆ Employees knowingly filing false reports shall be disciplined accordingly.