

**BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA**

**IN THE MATTER OF ADOPTING  
THE SIERRA COUNTY  
WORKPLACE VIOLENCE POLICY**

**RESOLUTION NO. 2015-042**

**WHEREAS**, The Board of Supervisors of Sierra County wishes to foster a safe workplace: and,

**WHEREAS**, California Labor Code Section 6400 required employers to provide a safe workplace, and

**WHEREAS**, the attached Sierra County Workplace Violence Policy aids in providing a safe workplace; and

**NOW, THEREFORE, BE IT RESOLVED** that the Sierra County Board of Supervisors adopts the attached Workplace Violence Policy.

**ADOPTED** by the Board of Supervisors of the County of Sierra on the 5th day of May, 2015, by the following vote:

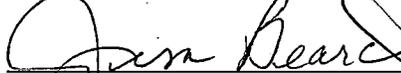
AYES: Supervisors Adams, Huebner, Roen, Schlefstein, Beard

NOES: None

ABSENT: None

ABSTAIN: None

COUNTY OF SIERRA



JIM BEARD

CHAIRMAN, BOARD OF SUPERVISORS

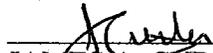
ATTEST:



HEATHER FOSTER

CLERK OF THE BOARD

APPROVED AS TO FORM:



JAMES A. CURTIS

COUNTY COUNSEL

## **WORKPLACE VIOLENCE POLICY**

### **POLICY**

The County of Sierra is committed to maintaining a workplace free from harassment, intimidation and violence and it is the responsibility of every employee to conduct themselves in the workplace in a manner that does not threaten, harass, coerce, abuse or assault another employee, customer or individuals engaged in a business relationship with this Agency.

This policy also shall apply towards property of employees or others. Employees determined to be engaged in prohibited behavior will be subject to one or more disciplinary actions outlined below. This policy shall also apply to actions of the public towards our employees and what measures the Agency may employ.

There are four areas covered in this policy:

#### **#1. VIOLENT BEHAVIOR:**

No employee or member of the public shall engage in violent conduct or make threats of violence, implied or direct in the workplace, or work site or in connection with their employment.

#### **#2. THREATS/HARASSMENT:**

All threats shall be taken seriously, not dismissed as harmless joking, or "just blowing off steam." Harassment includes repetitive behavior(s) that creates a hostile working environment or can be reasonably interpreted as abusive.

#### **# 3. WEAPONS:**

No persons other than Law Enforcement Officials authorized by law to carry weapons shall have in his/her possession while on any property owned or leased by the County, including County vehicles or private vehicles on County property, any firearm or other dangerous weapon or any explosive or destructive device. This includes, but is not limited to, any pistol, rifle, shotgun, ammunition, firecracker or fireworks, explosive or incendiary device, Billy club, martial arts weapons, knife, etc. Weapons of a chemical or electrical nature or small knives must be cleared by the department head before they can be allowed in the workplace. (Exceptions: exceptions listed in penal code section 171b weapons in government buildings)

#4. VIOLATIONS OF THIS POLICY:

If any person violates this policy, all instances or occasions shall be:

- Reported immediately by any witnessing employees to their supervisor;
- Investigated promptly; and
- Resolved by management, employing disciplinary measures for employees, and either appropriate measures taken to deal with the public or referred to local law enforcement. Failure to report an incident shall subject employees to appropriate disciplinary action.
- Failure to report an incident shall subject employees to appropriate disciplinary action.

REPORTING INCIDENTS:

Any individual subjected to or aware of unacceptable behavior shall immediately bring the matter to the attention of their Department Head or the Risk Manager.

INVESTIGATIVE FOLLOW-UP:

The Department Head and the Risk Manager shall conduct an investigation into the incident. Upon completion of the investigation an appropriate response shall be prepared. If the unacceptable behavior was from an employee, then disciplinary action will be taken against the employee(s) involved. If the action came from a member of the public, the County will evaluate security measures and/or institute new procedures for dealing with the specific public person.

DISCIPLINARY ACTION:

The below list is not all-inclusive. Disciplinary action may be imposed as deemed appropriate for the incident violating the policy and based on the severity of the infraction may be at any level. Pending the outcome of the investigation, the employee may be suspended with pay.

Written reprimand to Personnel file

Suspension

Demotion

Termination