

	<b>Terryville Fire Department Chiefs Policies</b>	
	<u>Subject</u> <b>Workplace Violence / Harassment</b>	CP# 2-03 (B)
	<u>Authority</u> <b>Chief of Department</b>	Initiated 1/1/2016  Revised

**A. PURPOSE**

- The Terryville Fire Department has a long-standing commitment to promoting a safe and secure environment that promotes the achievement of its mission of serving the public. All members of the Terryville Fire Department are expected to maintain a working environment free from violence, threats of harassment, violence, intimidation or coercion. While these behaviors are not prevalent here, no organization is immune. The purpose of this policy is to address the issue of potential workplace violence in the Terryville Fire Department, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to follow when such violence has occurred.

**B. POLICY**

- The Terryville Fire Department prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.
- Individuals who violate this policy may be removed from the Terryville Fire Department property and are subject to disciplinary and/or personnel action up to and including termination, consistent with the Terryville Fire Department policies, rules, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the Chiefs Policy CP# 2-03(A) policy regarding Sexual Harassment.
- The Terryville Fire Department, at the request of a member or at its own discretion, may prohibit members of the public, including family members, from seeing a member on Terryville Fire District property unless necessary to transact department or district related business. This policy particularly applies in cases where the member suspects that an act of violence will result from an encounter with said individual(s).

**C. DEFINITIONS**

- Workplace violence - any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or disrupts the workplace, the work environment, or the department’s ability to provide services to

the public. It also involves the abuse or intentional non-authorized destruction of property. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

- Disruptive behavior - intended to disturb, interfere with or prevent normal work activities (such as but not limited to yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm - such as but not limited to slapping, stabbing, punching, striking, shoving, or other physical attack.
- Menacing or threatening behavior - such as but not limited to throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively, or making oral or written statements specifically intended to frighten, coerce, or threaten, where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.
- Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials - possession of a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to district property.
- Hazing - an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts

#### **D. INCIDENT REPORTING**

- General Reporting Responsibilities
  - Incidents of workplace violence, threats of workplace violence, or observations of workplace violence will not be ignored by any employee of the Terryville Fire Department. Workplace violence should promptly be reported to the appropriate department official. Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the department take this responsibility seriously to effectively maintain a safe working and learning environment.
- Imminent or Actual Violence
  - Any person experiencing or witnessing imminent danger of actual violence involving weapons or personal injury should call 911 and immediately notify an officer.
- Acts of Violence Not Involving Weapons or Injuries to Persons
  - Any person who is subject of a suspected violation of the policy involving violence without weapons or person injury, or is a witness to such suspected violation, should report the incident to his or her company officer, or in lieu thereof, to the appropriate department official.

- Commission of a Crime
  - All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.
- False Reports
  - Members of the Terryville Fire Department who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

#### **E. CONFIDENTIALITY**

- The Terryville Fire Department shall maintain the confidentiality of investigations of workplace violence to the extent possible. The Terryville Fire Department will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of the policy and that the safety and well being of members of the department would be served by such action.

#### **F. RETALIATION**

- Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

#### **G. DISCIPLINE**

- In the event that the Terryville Fire Department investigation determines that a member has committed Workplace Harassment or Violence, that individual may be subject to reprimand, demotion, suspension, or dismissal depending upon the magnitude and seriousness of the offense, as well as previous offenses, if any.

TERRYVILLE FIRE DEPARTMENT

WORKPLACE VIOLENCE OR HARASSMENT COMPLAINTS/QUESTIONS

**DESIGNATED CONTACT PERSON:**

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