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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **E207** | |  |
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|  | Subject:  **Workforce Violence** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **2** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
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1. **PURPOSE**

To provide the employees of the Blue Ridge Fire Department a work environment that is safe, secure, free of harassment, intimidation, threats, or violence.

1. **SCOPE**

This policy shall apply to all employees of the Blue Ridge Fire District.

1. **POLICY**

It is the policy of the Blue Ridge Fire District that threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect District employees, which occurs on District property or at District functions shall not be tolerated.

1. **DEFINITION**

**Threats or Acts of Violence** are defined as conduct against persons or property that is sufficiently sever, offensive or intimidating to alter the condition of District employment, or to create a hostile, abusive or intimidating work environment for one or more District employees.

1. **GUIDELINES**
2. Prohibited workplace violence includes, but is not limited to, the following:
3. Threats or acts of violence occurring on District premises, regardless of the relationship of the District with the individual(s) involved.
4. Threats or acts of violence not occurring on District premises, but involving someone who is acting in the capacity of a representative of the District.
5. Threats or acts of violence not occurring on District premises, but involving an employee of the District if the threats or acts of violence affect the legitimate interests of the District.
6. Any employee who experiences or witnesses such acts, conduct, behavior or communications that would fall within the definition above shall immediately notify their immediate supervisor or another member of management. Failure to report such information according to the guidelines within this policy shall be grounds for disciplinary action.
7. The District shall promptly and thoroughly investigate any report of threats or acts of violence. The identity of the individual making a report shall be protected to the greatest extent possible.
8. As outlined in Policy A3, Standards of Conduct, the district also prohibits the possession on one’s person of weapons while on duty, on District premises or during any District related activity. Weapons include visible and concealed weapons, including those for which the person has necessary permits. Weapons can include firearms, knives, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Knives, if carried and used as an approved work related tool are permissible.
9. Any employee determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines shall be subject to disciplinary action, up to and including dismissal.
10. Incidents of workplace violence that involve criminal conduct shall be referred to law enforcement for investigation and handling.
11. At the sole discretion of the Fire Chief, any employee who exhibits any potential warning, signs, symptoms, and risk factors may be required to submit to a psychological fitness for duty evaluation. The cost of such evaluation shall be at the expense of the district.
12. **REPORTING PROCEDURE**
13. If the act of violence constitutes an emergency, an employee who witnesses or is made aware of the situation shall call 911. After contacting 911, the employee shall immediately contact an officer on duty, who shall immediately make contact with a chief officer. Upon receipt of such a report, the Fire Chief shall be notified as soon as possible.
14. If the situation of workplace violence occurs but does not constitute an immediate emergency, the employee shall contact their immediate supervisor.
15. It shall be the responsibility of the Fire Chief to direct the investigation into the allegation and determine any appropriate and necessary action.