MESCAL J-6 FIRE DISTRICT

STANDARD OPERATING POLICY # 019

Workplace Violence

I. Purpose

To provide the members of the MJFD a work environment that is safe, secure and free of harassment, intimidation, threats or violence.

II. Scope

This policy shall apply to all members of the MJFD.

II. Policy

It is the policy of the MJFD that threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect District members or which occur on District property or at District functions shall not be tolerated.

III. Definitions

A. **Threats or Acts of Violence** are defined as conduct against persons or property that is sufficiently severe, 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 members.

IV. Guidelines

A. Prohibited workplace violence includes, but is not limited to, the following:

1. Threats or acts of violence occurring on District premises, regardless of the relationship of the District with the individual(s) involved.

2. 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.

3. Threats or acts of violence not occurring on District premises, but involving a member of the District if the threats or acts of violence affect the legitimate interests of the District.

B. Any member who experiences or witnesses such acts, conduct, behavior or communications that would fall within the definition above shall immediately notify an officer. Failure to report such information according to the guidelines within this policy shall be grounds for disciplinary action.

C. 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.

~~D.~~ As outlined in the policy entitled "*Standards of Conduct*," the District also prohibits the possession of certain weapons while on duty, on District premises or during any District-related activity.

E. Any member 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.

F. Incidents of workplace violence that involve criminal conduct shall be referred to law enforcement for investigation and handling.

G. At the sole discretion of the Fire Chief, any member 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.

V. REPORTING PROCEDURE

A. If the act of violence constitutes an emergency, a member who witnesses or is made aware of the situation shall call 911. After contacting 911, the member shall immediately contact an officer on duty. Upon receipt of such a report, the Fire Chief shall be notified as soon as possible.

B. If a situation of workplace violence occurs but does not constitute an immediate emergency, the member shall contact the Fire Chief.

C. It shall be the responsibility of the Fire Chief to direct the investigation into the allegation and determine any appropriate and necessary action.

Approved by the Mescal-J6 Fire District Governing Board on September 28th, 2016. Replaces July 6th, 2015