

 Orange County Sanitation District Personnel Policies	Policy Number: 1.3
	Effective Date: September 26, 2018
Subject: Workplace Violence & Weapons	Supersedes: June 8, 2011
Approved by: General Manager	

1.0 PURPOSE

- 1.1 The purpose of this policy is to promote a safe work environment for all employees; establish and maintain a workplace that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior; and encourage and foster a workplace that is characterized by respect and the use of acceptable conflict resolution techniques.

2.0 ORGANIZATIONAL UNITS AFFECTED

- 2.1 This policy applies to all OCSD employees, regardless of their organizational unit. Additionally, all persons who perform any services for OCSD, regardless of their employment status, are subject to the provisions of this policy while on OCSD property or while performing OCSD business.

3.0 DEFINITIONS

- 3.1 Workplace Violence includes threats, violent behavior, harassment, intimidation and other disruptive behavior, direct, indirect, implied or actual from any person, and directed toward any person, occurring either at an OCSD facility or in connection with the conduct of OCSD business without regard to location.

4.0 POLICY

- 4.1 It is OCSD policy to provide a safe work environment for its employees. OCSD is committed to working with its employees to maintain a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior, and the commission of such acts are prohibited.
- 4.2 All employees are responsible for maintaining a safe work environment.
- 4.3 Violence, threats, harassment, intimidation, and other disruptive behavior in the OCSD workplace will not be tolerated; furthermore, all reports of these types of incidents will be seriously reviewed and will be appropriately resolved.
- 4.4 This policy applies to all incidents involving OCSD employees while they are on duty, on or off plant sites, and incidents involving non-employees perpetrating violence against OCSD employees while they are on duty.
- 4.5 Available conflict resolution techniques, such as problem solving, grievance procedures and appeals processes, will be used to appropriately resolve conflicts that arise in the

OCSD workplace.

- 4.6 OCSD strictly prohibits persons, excluding armed security services, from possessing weapons including, but not limited to, firearms, explosives, knives, clubs and incendiary devices on OCSD premises, in OCSD vehicles, in private vehicles parked on OCSD property, and in the possession of OCSD employees while on duty performing OCSD related business assignments.
- 4.7 An employee who displays/exhibits prohibited conduct as set forth under this policy may be subject to disciplinary action, up to and including termination, regardless of the employee's past performance, prior discipline, length of service or work history.
- 4.8 Persons who engage in prohibited conduct may also be subject to legal action by law enforcement authorities.
- 4.9 The following examples, while not all-inclusive, are considered prohibited conduct and subject an employee to disciplinary action, up to and including termination, for even a first-time offense.

4.9.1 Prohibited Conduct

- 4.9.1.1 Causing physical injury to another person;
- 4.9.1.2 Making threatening remarks, whether with intent to harm or in jest;
- 4.9.1.3 Aggressive, hostile or harassing behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- 4.9.1.4 Intentionally damaging employer property or the property of another individual;
- 4.9.1.5 Possession of a weapon while on OCSD property or while on OCSD business; or,
- 4.9.1.6 Committing acts motivated by, or related to, sexual harassment or domestic violence,
- 4.9.1.7 Other acts or threats of violence as determined by the OCSD.

5.0 PROCEDURE

- 5.1 Reporting: If the incident involves an emergency and requires the direct intervention of public safety personnel (i.e., law enforcement or emergency medical services), immediately **CALL** extension **2222**.
 - 5.1.1 Control Center personnel will contact emergency services via **911** and will coordinate the response of public safety personnel and onsite security personnel.
- 5.2 Any situation involving the commission or threat of violence, harassment, intimidation, other disruptive behavior, possession of a weapon or any other potentially dangerous situation must be promptly reported to a supervisor, manager, or the Human Resources

Department.

5.3 Risk Reduction Measures

- 5.3.1 Employees at Risk: Employees are expected to exercise good judgement and to notify their supervisor, manager, or the Human Resources Department if a co-worker, or other person on OCSD property or place of business, exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes, but is not limited to, the following:
- 5.3.1.1 Discussing the use of weapons as a means to perpetrate violence against another or bringing them to the workplace;
 - 5.3.1.2 Displaying overt signs of extreme stress, resentment, hostility or anger;
 - 5.3.1.3 Making threatening statements or remarks;
 - 5.3.1.4 Sudden or significant deterioration in work performance;
 - 5.3.1.5 Displaying irrational or inappropriate behavior.
- 5.3.2 Hiring: The Human Resources Department takes reasonable measures to conduct background investigations in order to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.
- 5.3.3 Enforcement: Threats, threatening conduct, harassment, or any other act of aggression or violence within the OCSD work environment will not be tolerated. All reports of these types of incidents will be fairly, timely, and thoroughly investigated and will be appropriately resolved.
- 5.3.3.1 Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.
 - 5.3.3.2 Non-employees engaged in violent acts on OCSD premises will be immediately removed from OCSD and promptly reported to the proper authorities.

6.0 EXCEPTIONS

- 6.1 Knives traditionally used as tools and having a blade length of three and one-half (3¹/₂) inches or less are only considered weapons when used or displayed in a threatening manner. Knives greater than three and one-half (3¹/₂) inches in blade length are considered weapons as a matter of policy, unless used with approval by OCSD management.

7.0 PROVISIONS AND CONDITIONS

8.0 RELATED DOCUMENTS

- 8.1 Policy 1.1, Harassment & Discrimination
- 8.2 Policy 5.1, Rules of Conduct
- 8.3 Policy 5.2, Discipline