



*Kern County Sheriff's Office*  
**Policies and Procedures**

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| <b>TITLE:    WORKPLACE VIOLENCE POLICY</b>           |                                | <b>NO: N-100</b>              |                               |
| <b>APPROVED:   Donny Youngblood, Sheriff-Coroner</b> |                                |                               |                               |
| <b>EFFECTIVE:</b><br>January 11, 2000                | <b>REVIEWED:</b><br>05/04/2018 | <b>REVISED:</b><br>03/01/2007 | <b>UPDATED:</b><br>05/04/2018 |

**POLICY**

Pursuant to the Kern County Administrative Procedures Manual Chapter 1, Section 149, "Violence and threats of violence in County workplaces are unacceptable and will not be tolerated." The Kern County Sheriff's Office is committed to providing a safe work environment. All employees must realize there is "zero" tolerance for any type of violent or threat related activities.

This policy includes threats and violent behavior, direct, indirect, perceived or actual, from any person, and directed toward any person, occurring at any department facility or in connection with the conduct of department business without regard to location. In addition, this policy includes any threats or violence as described above by a department employee on another department employee.

**DIRECTIVE A**

Any employee or non-employee who threatens or commits violence in a department workplace shall be subject to criminal prosecution. Additionally, any employee who threatens or commits such violence in a department workplace shall be subject to appropriate disciplinary action up to and including termination.

**DIRECTIVE B**

Other county agencies may communicate with the Sheriff's Office when threats or violent behavior incidents occur in their workplaces. Law enforcement personnel will handle these occurrences in the same manner as any other threat situation where law enforcement intervention is required. This will include the documentation of the incident by a crime/incident report.

The reporting of any injuries due to a workplace violence incident will be completed as outlined in the Kern County Sheriff's Office Policy and Procedure Manual, Section N-200.

**DIRECTIVE C**

Employees, supervisors and managers shall report any injuries suffered in a workplace violence incident as outlined in the Sheriff's Office Policy and Procedure covering accident reporting, Section N-200.

## **DIRECTIVE D**

Employees of the Kern County Sheriff's Office will not engage in:

- Possessing an unauthorized weapon in state or local public buildings or public meetings in violation of Penal Code Section 171b.
- Committing an assault or battery, including a sexual assault or battery.
- Threatening to use or using a weapon in an illegal manner.
- Engaging in horseplay, hazing or any other behavior that unreasonably risks the safety of another.
- Stalking another person.
- Accosting or harassing another person, either face-to-face, by telephone, fax, mail, e-mail, or other form of communication.
- Any threats.
- Possession of a weapon in the workplace without approval of the Sheriff, Undersheriff or Chief Deputy.

All Sheriff's Office employees will:

- Immediately report to your immediate supervisor any incident of workplace violence or threat of workplace violence.
- Fill out the County of Kern Workplace Violence or Threat Incident report (Exhibit A attached) within one hour of the incident if feasible, or as soon as practical.
- Generally, make every reasonable effort to remove themselves from any situation in which workplace violence may occur. For law enforcement and facility security personnel, this does not preclude the taking of law enforcement or facility security intervention as necessary.
- Provide any necessary input to their supervisor regarding potential hazards at their work site.

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All Sheriff's Office supervisors of reporting employees will:

- Review the incident and incident report with the reporting employee to determine if any immediate action needs to be taken. In the additional comment section of the incident report list any mitigation steps taken or steps that should be taken.
- Fax or deliver the Workplace Violence or Threat Incident report to the Risk Management Division of County Counsel (Fax # (661)868-3875) and to the Sheriff's Office Risk Management Analyst (Fax # (661)392-4388). This will be done within one hour, if feasible, or if not, as soon as practical after the report is completed by the employee.
- Forward the original report through the chain of command to the commander or lieutenant of the appropriate division.

All Sheriff's Office commanders and division managers who receive reports of workplace violence or threats will:

- Complete the County of Kern Workplace Violence or Threat Mitigation report (Exhibit B attached) for each incident. This report describes any actions necessary to deal with the incident.
- Forward a copy to the Chief Deputy in charge of the bureau in which the incident occurred.
- Fax or deliver this report within five working days of the incident to the Risk Management Division of County Counsel (Fax # (661)868-3875).
- Forward or fax a copy to the Sheriff's Office Risk Management Analyst (Fax # (661)392-4388).
- If necessary, coordinate and/or assign any mitigating steps to be taken as a result of the incident.

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