

## LCCS POLICY 174 Workplace Violence

<b>Original Issue Date:</b>	2/14/2000
<b>Revision Dates:</b>	2/17/2009, 7/8/2015, 12/3/15, 6/1/2020
<b>Revision Number:</b>	4
<b>Current Effective Date:</b>	6/1/2020
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All Agency staff, Board Members, Interns, Contract Workers
<b>Responsibility:</b>	Supervisory/Management Staff
<b>Purpose:</b>	To ensure a safe, non-threatening work environment for LCCS staff
<b>Legal Cite:</b>	ORC. 2923.11

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### POLICY STATEMENT

LCCS prohibits all forms of workplace violence, including but not limited to:

- Physical acts causing or having the potential to cause bodily harm or bodily contact;
- Verbal or written threats of physical violence, threats of the use of force and/or intimidation, including the display of hate symbols;
- Stalking and
- Deliberate damage to county property or the personal property of others.

LCCS prohibits any act or threat of workplace violence:

- By one employee against another;
- By an employee against a third party;
- By a third party against an employee; and
- Any act or threat of violence committed against/directed toward LCCS as an entity.

No person, excluding law enforcement personnel on official business, will bring firearms or other weapons defined as “deadly weapons” by the Ohio Revised Code onto county property (parking lots, garages, building facilities, vehicles, etc.), or carry such weapons while conducting LCCS business.

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## DEFINITIONS

Violence: The threat and/or exertion of force so as to injure, abuse and/or create fear, including but not limited to person-to-person, directed animal attacks or threats of attack, and/or use of an object for the destruction or threat of destruction of property and/or injury to persons.

Deadly Weapon: Any instrument, device or thing capable of inflicting death or serious injury and designed or specially adapted for use as a weapon or possessed, carried or used as a weapon.

Workplace: Any building or location where work is performed or where an employee might be at any given time.

Employee: LCCS staff, Board Members, Student Interns, Contract Workers

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## PROCEDURES - including required timeframes and documentation

Any employee who becomes aware or has knowledge of an actual act or threat of workplace violence must report the incident to her/his immediate supervisor as quickly as possible, and no later than the end of the business day on which the information was learned.

If the person allegedly making the threat and/or committing the violent act is the employee's immediate supervisor, the employee must report that information to the Manager of Human Resources or designee within the timeframes noted above. The Manager/designee will forward the reported information to the appropriate people within the timeframes noted above.

In situations when there is the imminent potential for harm or when an act has already occurred, the employee and/or her/his supervisor will immediately contact:

- (1) LCCS Security when the incident occurred within the building or adjacent property or when the employee has returned to the building after an otherwise unreported incident; or
- (2) appropriate law enforcement authorities and emergency medical responders when the incident has occurred elsewhere in the community, away from the agency.

Upon receiving notice from the employee and/or supervisor, Security staff will immediately contact the appropriate law enforcement authorities, emergency medical responders (if necessary) and notify appropriate staff within the building.

In all cases, supervisors must report information about the act or threat of violence to the appropriate management staff no later than the end of the business day on which the information was learned.

The employee who is the target of the workplace threat of violence or violent act must contact Security after the crisis is resolved for the purpose of completing an LCCS Incident Report. The employee's supervisor should assist when appropriate. Security will forward copies of the

completed incident report to County Risk Management, Manager of Human Resources or designee, employee's supervisor, the employee and others deemed appropriate.

Employees must inform their immediate supervisor of any and all domestic threats, stalking, menacing, and/or restraining/protective orders that involve the employee and that have the potential to surface within the workplace. Once notified, the supervisor will immediately inform Security, Human Resources and other appropriate management staff. The employee will provide a complete physical description, including a photograph if possible, of the alleged offender to Security.

Any employee who is a witness to workplace violence taking place is to notify Security immediately about the incident and its location. Security will then take appropriate action. Failure to report an incident taking place could result in disciplinary action.

Nothing stated or implied in this policy discourages or prohibits employees from filing criminal charges and/or a police report.

All employees who are the subject of a threat of violence, an act of violence and/or a witness to violence as described in this policy, must complete an LCCS Incident Report and submit it to Security for distribution.

This policy will be reviewed with all employees a minimum of every six (6) months in all department/unit meetings.

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**

LCCS Unusual Incident form (#1453)