

# LAC+USC MEDICAL CENTER POLICY

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| Subject:<br><b>VIOLENCE: ACTS OR THREATS BY EMPLOYEES</b>  | Original Issue Date:<br>6/1/94  | Policy #<br><b>657</b>   |
|  | Supersedes:<br>7/11/17  | Effective Date:<br>4/7/23  |
| Departments Consulted:<br>Facilities Management<br>Los Angeles County Sheriff's Department (LASD)<br>Office of Human Resources<br>Environment of Care Subcommittee | Reviewed & Approved by:<br>Attending Staff Association<br>Executive Committee<br>Senior Executive Council | Approved by:<br>(Signature on File)<br>Chief Medical Officer<br><br>(Signature on File)<br>Chief Executive Officer |

## **PURPOSE**

To implement procedures for and to ensure the safety of any person affected by an employee's threats or acts of physical violence.

## **POLICY**

Any employee who knowingly and willfully engages in physical acts or verbal threats to commit a crime of physical violence resulting in bodily harm or death of an individual, shall be subject to arrest and/or subsequent disciplinary action.

## **DEFINITION**

**Employees:** County employees, contract staff, and all categories of volunteers.

## **PROCEDURE**

This policy shall be implemented when any of the following incidents occur. When an employee:

- Physically attacks a patient, visitor, and/or other employee on County grounds;
- Makes threats of violence toward patients, visitors, and/or employees either in person, via any electronic method (telephone, computer, facsimile, etc.), or by written correspondence;
- Makes threats of violence towards a County facility, e.g., bomb threats, arson; and/or
- Makes gestures in a (threatening) manner that implies a violent act.

All threats of violence or actions that would lead employee(s) to believe that violence may ensue are to be taken seriously. Individuals experiencing or witnessing an occurrence are to report the incident immediately to their supervisor, Los Angeles County Sheriff's Department (LASD), and the Office of Human Resources. When able, the reporting party should complete and file the Security Incident Report (SIR).

## **RESPONSIBILITY**

Administration  
Los Angeles County Sheriff's Department  
Office of Human Resources  
All Employees

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| Subject:<br><b>VIOLENCE: ACTS OR THREATS BY<br/>EMPLOYEE</b> | Effective Date:<br><b>4/7/23</b>                          | Policy #<br><b>657</b> |
|  | Chief Executive Officer's Initials:<br>(Initials on File) |                        |

**REFERENCES**

California Penal Code, Sections 415, 422, and 653m  
Los Angeles County Department of Human Resources Policy No. 620  
DHS Policy #792, "Threat Management 'Zero Tolerance' Policy"

**REVISION DATES**

September 1, 1994; February 11, 1999; April 9, 2002; March 23, 2004; September 5, 2008;  
May 08, 2012; August 12, 2014; July 11, 2017; April 7, 2023