



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-034
<b>SUBJECT: WORKPLACE VIOLENCE/THREAT MANAGEMENT "ZERO TOLERANCE"</b>	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 3
<b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	<b>EFFECTIVE DATE:</b> 12/06/91
<b>TO BE PERFORMED BY:</b> ALL WORKFORCE MEMBERS	<b>REVIEWED DATE:</b> 04/16/07
	<b>REVISED DATE:</b> 05/31/17

**PURPOSE**

To prevent threats/acts of violence by workforce members and to ensure that all workforce members comply with Department of Health Services' Threat Management - Zero Tolerance reporting requirements.

**POLICY**

Threats, threatening behavior, harassment, intimidation, or acts of violence against workforce members, patients, visitors or other individuals by anyone on County property or anywhere a workforce member is engaged in County-related business, is prohibited.

**PROCEDURE**

All workforce members are entitled to a safe and healthy work environment.

Workforce members are prohibited from carrying a weapon of any kind while in the course and scope of performing their job, or anywhere on County property or at any County-sponsored function, whether or not they are personally licensed to carry a concealed weapon. A weapon includes any form of weapon or explosive restricted under local, state or federal regulation, including firearms and knives.

Violation of this policy may result in any or all of the following: (a) arrest and prosecution as applicable by law; (b) immediate removal of the threatening individual from the premises pending investigation; (c) disciplinary action, up to and including, discharge or termination of services.

Any workforce member who witnesses any threatening or violent behavior, is a victim of, or has been told that another person has witnessed or was a victim of any threatening or violent behavior, is responsible for reporting the incident to his/her supervisor manager, on-site Human Resources Office, Performance Management Division and/or Sheriffs.

Supervisor/managers should document and maintain a log or file of all incidents related to an expressed or implied threat involving a workforce member in the workplace, and will take appropriate action to ensure the safety of the threatened workforce member.

**EVENT/INCIDENT REPORTING**

Supervisors/managers should provide the reporting workforce member a copy of the Board of Supervisors Security Operations Unit Security Incident Report (Attachment 1) form which should be completed no later than the end of the business day following the incident. The original copy shall be submitted to the Security Operations Unit (instructions indicated on form).

Supervisors/managers must contact on-site Human Resources for assistance in responding to possible violations of this policy.

## **DEFINITIONS**

### Workforce or Workforce Member

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

### Threat

- Suggestion or indirect comment made loud enough to be overheard, indicating a weapon is owned or will be obtained, or physical force will be used against someone.
- Verbal or written statement (including e-mail) directed at a person(s), place, or thing.
- Verbal statement coupled with an overt act directed at a person(s), place, or thing.

### Harassment (Bullying)

Unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment includes, but is not limited to, sex, sexual orientation, race, disability, and religion.

### Security Incident

- An incident placing a person or property at risk, that requires action by law enforcement authorities, Sheriffs or Security Guards at a County facility, whether they were summoned or not.
- An incident placing a person at risk of involving an on-duty County employee (including lunch periods) while on County property. This classification includes parking facilities, or while walking to or from an off-site parking facility to start or end a work day.
- An incident of a suspicious or unusual nature on County property that places people or property at risk.

## **AUTHORITY**

Department of Human Resources, Policy No. 792, Threat Management “Zero Tolerance” Policy  
California Labor Code Section 6332  
California Code of Civil Procedure Section 527.8

## **CROSS REFERENCES**

Hospital Administration Policy Nos.

- 244, Code Green – Response to Violence, Threats, or Possession of Weapons
- 500, Close Call/Near Miss, Adverse, and Sentinel Event Notification, Reporting & Documentation

California Penal Code Section 422

**NOTED AND APPROVED:**

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Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Lessie Barber, Nursing Director

\_\_\_\_\_  
Date

Signature(s) on File.