

CITY OF AUBURN
OFFICE OF THE CITY MANAGER

Title of Policy: Workplace Violence Policy	Number:
Effective Date: January 11, 2023	Revision Date: April 14, 2023
Department: Human Resources	Approved By:

Purpose: The City of Auburn is committed to the safety and security of our employees. Work place violence presents a serious occupational safety hazard to our agency, staff and clients.

Policy: Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on City of Auburn's property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements and for assisting in maintaining a safe and secure work environment. The City does acknowledge that certain departments in the workplace are more susceptible to the potential for work place violence such as working for law enforcement, fire/rescue or even the Treasurer's and Assessor's offices where there is more contact with the general public, where conflicts may rise.

The goal of this policy is to promote the safety and wellbeing of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The City of Auburn has identified response personnel that include a member of management and an employee representative. If appropriate, the City of Auburn will provide counseling services or referrals for employees.

All City of Auburn personnel are responsible for notifying the contact person designed below of any violent incidents, threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received, as well as filling out the workplace violence forms that will be forwarded to the proper authorities.

Points of Contact:

City Manager, City Hall, 315-255-4146

City of Auburn Chief of Police, APD, 315-255-4744

City of Auburn HR Benefit Associate, City Hall, 315-567-0034