

## **Workplace Violence Prevention Policy**

**Location: Town of Beekman**

**Effective Date: November 17, 2011**

**Amendment Date: April 1, 2020**

### **Purpose**

Town of Beekman does not tolerate workplace violence. We define workplace violence as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions include but are not limited to:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment, etc)

### **Scope**

Town policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by the Town Supervisor's office or a designee thereof. If appropriate, the Town may provide counseling services or referrals for employees.

The following disciplinary actions may also be taken:

- Oral reprimand
- Written reprimand
- Suspension
- Termination

### **Responsibility**

It's the responsibility of all employees to report all threatening behavior to Town Supervisor immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported within the first 24 hours.

Management, supervisors, and all safety personnel are responsible for the observation of all personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to management and an action plan developed to minimize and eliminate the potential threat.

### **Procedures**

#### **Evaluation of Security Procedures**

A physical security survey will be conducted once a year on or around July 1. As our town continues to grow and expand, so does potential violence exposure. Reassess all facets to the work environment to include secure entrances, public access, restroom facilities, parking lots, work stations, and closed circuit surveillance cameras.

### **Incident Response Team**

The following individuals are named in the event to respond to a potential threat or live situation. The Incident Response Team will coordinate all facets of the response including the initial response in emergency situations, contacting of local authorities and intervention of the subject and victim.

**Werner Stiegler, Councilman 914-490-8912**  
**Theresa Manzo, Payroll Clerk 845-724-5300 ext231**  
**Ezio Battaglini, Councilman 845-656-5988**

### **Training of Management and Employee Groups**

Initial training to management and employees to consist of the introduction of this policy, scope and responsibilities. Review reporting procedures and expectations with employees. Management will provide incident forms and detailed procedures for front- line supervisors to adhere to.

Re-training will be conducted annually on or around July 1st of each year.

### **Evaluation and Intervention**

In order to assess this risk, the following suggested questions should be asked to individuals familiar with the offender's behavior, both prior to and after any alleged threat or action.

Reference Appendix A for the Individual Assessment Form.

### **Risk Assessment**

Note: Perpetrators of workplace violence can be both men and women, however, for the purposes of the questions to be asked, he is used to refer to the offender. They include:

- Why has the offender threatened, made comments which have been perceived by others as threatening, or has taken this action at this particular time? What is happening in his own life that has prompted this?
- What has been said to others, i.e. friends, colleagues, coworkers, etc., regarding what is troubling him?
- How does the offender view himself in relation to everyone else?
- Does he feel he has been wronged in some way?
- Does he accept responsibility for his own actions?
- How does the offender cope with disappointment, loss, or failures?
- Does he blame others for his failures?
- How does the offender interact with coworkers?
- Does he feel he is being treated fairly by the company?
- Does he have problems with supervisors or management?
- Is he concerned with job practices and responsibilities?
- Has he received unfavorable performance reviews or been reprimanded by management?
- Is he experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?
- Is he experiencing financial problems, high personal debt, or bankruptcy?

- Is there evidence of substance abuse or mental illness/depression?
- Has he shown an interest in violence through movies, games, books, or magazines?
- Is he preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?
- Has the offender identified a specific target and communicated with others his thoughts or plans for violence?
- Is he obsessed with others or engaged in any stalking or surveillance activity?
- Has the offender spoken of homicide or suicide?
- Does he have a past criminal history or history of past violent behavior?
- Does the offender have a plan for what he would do?
- Does the plan make sense, is it reasonable, is it specific?
- Does the offender have the means, knowledge and wherewithal, to carry out his plan?

### **Assessment Review and Action**

Upon completion of the assessment, review results with the Town Supervisor. Options are to be considered in terms of intervention. If a threat is eminent, local authorities should be immediately contacted.

Consider job rotation, change in reporting manager, or other work environment change to reduce or eliminate the source of conflict.

Full documentation of the perceived or real threat is to be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

### **Communication**

Communicate course of action with all Management, victim and subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

## EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Town's Workplace Violence Prevention Policy amended by the Town Board on April 1, 2020. I agree to review the policy and abide by it at all times. I understand that questions about the policy should be directed to the Town Supervisor.

\_\_\_\_\_  
Name of Employee/Consultant (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature if under 18 years of age

\_\_\_\_\_  
Date

# **Appendix A**

## Individual Assessment

Individual Assessment

Date of Assessment: \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. Why has the offender threatened, made comments which have been perceived by others as threatening, or taken this action at this particular time? What is happening in his/her own life that has prompted this?

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2. What has been said to others, i.e. friends, colleagues, coworkers, etc., regarding what is troubling him?

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3. How does the offender view himself in relation to everyone else?

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4. Does he feel he has been wronged in some way?

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5. Does he accept responsibility for his own actions?

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6. How does the offender cope with disappointment, loss or failure?

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7. Does he blame others for his failures?

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8. How does the offender interact with coworkers?

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9. Does he feel he is being treated fairly by the company?

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10. Does he have problems with supervisors or management?

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11. Is he concerned with job practices and responsibilities?

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12. Has he received unfavorable performance reviews or been reprimanded by management?

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13. Is he experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?

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14. Is he experiencing financial problems, high personal debt, or bankruptcy?

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15. Is there evidence of substance abuse or mental illness/depression?

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16. Has he shown an interest in violence through movies, games, books, or magazines?

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17. Is he preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?

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18. Has the offender identified a specific target and communicated with others his thoughts or plans for violence?

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19. Is he obsessed with others or engaged in any stalking or surveillance activity?



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20. Has the offender spoken of homicide or suicide?

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21. Does he have a past criminal history or history of past violent behavior?

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22. Does the offender have a plan for what he would do?

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23. Does the plan make sense, is it reasonable, is it specific?

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24. Does the offender have the means, knowledge and wherewithal to carry out his plan?

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Form completed by: \_\_\_\_\_

Completed on: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

Individuals present for the assessment:

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