



Borough Policy

Workplace Violence Program



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I. Purpose

The Haines Borough will take all reasonable steps to provide a safe and secure work environment for all employees. The Borough has a “**zero tolerance**” for incidents of workplace violence and will not tolerate acts of Workplace Violence as defined below. Harassment, intimidation, assaults, stalking, or other violence, including threats of violence, direct or implied, by or against its employees, is prohibited. For Borough employees, violation of this policy may lead to disciplinary action up to and including termination from employment. Violations of this policy may also be reported to law enforcement authorities, as appropriate, or may subject violators to other legal action.

II. Definitions

Workplace Violence is defined as those incidents of violence that occur outside of normal job expectations or are not generally expected as part of regular staff duties. Incidents of violence may include but are not limited to physical or verbal threats in person, by letter or note, telephone, facsimile, or electronic mail; intimidation, harassment to include sexual harassment, attempted robbery, robbery, and destruction of Borough property. All threats are presumed to constitute a statement of intent to harm. For purposes of this program, a verbal threat is defined as any language communication. Serious incidents of workplace violence include but are not limited to physical assault, rape, murder, bomb threats, or incidents involving the use of a weapon. Generally, workplace violence is categorized into four types: violence by strangers, violence by service recipients, violence by co-workers, and violence by personal relations. (See Appendix A). Incidents of workplace violence may occur either at or away from the workplace. The determining factors in assessing whether an incident constitutes workplace violence are: the individuals involved; the relationship of the action to the workplace; and the location of the incident.

III. Responsibilities

All Borough employees’ are expected to adhere to this workplace violence policy and are expected to treat each other with courtesy and respect. All Borough employees’ have the responsibility to be familiar with our workplace violence policy and be proactive in the prevention of workplace violence.

The Chief of Police will conduct annual workplace violence assessment to identify the risk factors in the work environment and work practices. The assessments shall include inspecting the workplace, conducting surveys, and analyzing safety records. These assessments will be used to eliminate or reduce potential hazards, while also creating appropriate administrative and engineering controls. However, engineering controls shall not include the installation of any system that restricts or requires any type of locking mechanism that would prevent the



public from doing their borough business pursuant to motion passed by the Borough Assembly on July 12, 2016.

IV. Training

The Haines Borough will provide relevant training and education on the following:

- Incident reporting and documentation procedures
- Procedures for filing a police report
- Workplace Violence Awareness
- De-escalation strategies

Training curriculums may be subject to change as necessary. Training will be offered to employees on an annual basis.

VI. Reporting Procedures

Borough employees or supervisors who witness or experience an occurrence or suspected occurrence of workplace violence must report the incident to their immediate supervisor or other appropriate manager. The supervisor chain will determine whether police involvement is necessary. Conversely, if the employee feels that they are in immediate physical danger, they may call the police. Police can be called from any Borough building by dialing 911. After notifying the appropriate authorities, employees shall immediately report all serious incidents of workplace violence to their supervisor. (See Appendix B)

Employees will be guaranteed that any incidents will be promptly and confidentially investigated and acted upon. There will be no retaliation against an employee who makes a good faith report of potential violence, or actual violence. If questions arise, contact your supervisor.

Approved by Borough Assembly: August 23, 2016

Dated at Haines, Alaska, this 30th day of August, 2016.

William E. Seward
Borough Manager



Appendix A

Types of Workplace Violence

There are four types of workplace violence identified by the Occupational Safety and Health Administration in which workplace violence incidents are categorized.

Violence by Strangers

In this type of incident a stranger commits the violence. This stranger has no legitimate personal or business relationship to the worker or workplace and enters the workplace, usually on the pretence of being a customer, to commit a crime or other violent act. Also, workers may be victimized by strangers outside the “traditional” workplace, but while acting within the course and scope of their employment.

Violence by Borough Service Recipients

In these incidents, the violence is committed by someone who receives a service provided by the Borough. The violence can be committed in the workplace or outside the “traditional” workplace with service providers, while performing a job related function. This type involves people who are not known to be inherently violent, but are situationally violent. Something in the situation induces an otherwise non-violent customer or visitor to become violent. Typically, provoking situations are those, which are frustrating to the customer, such as denial of needed or desired services or delays in receiving such services.

Violence by Co-workers

In co-worker incidents, the perpetrator has an employment relationship with the workplace. The perpetrator can be a current or former employee, a prospective employee, a current or former supervisor, manager, or contractor. Co-worker violence that occurs outside the workplace, which resulted or arose from the employment relationship, is also included in this category. This type can again be divided into two types; 1) Violence between supervisors and subordinates, 2) Violence between worker at the same level.

Violence by Personal Relations

In personal relationship incidents, the violence is committed by someone who has a personal relationship with the worker, such as a current or former spouse or partner, a relative or friend. Also included in this category is the perpetrator who has a personal dispute with the worker and enters the workplace to harass, threaten, injure or kill. Such incidents are referred to as domestic violence in the workplace.

Appendix B - Workplace Violence Report Form

I. HAINES BOROUGH Workplace Violence Report		1. Department	2. FT/PT	3. EMPLOYEE ID #		
		4. NAME (Last) (First) (M.I.)				
PART I: EMPLOYEE IDENTIFICATION						
WHO	5. JOB TITLE			6. DATE OF BIRTH / /	7. SEX <input type="checkbox"/> 1-MALE <input type="checkbox"/> 2-FEMALE	
	8. WORK ADDRESS (Street)			9. ZIP CODE	10. HOME PHONE ()	11. WORK PHONE ()
	12. SUPERVISOR		13. PHONE #		14. WORK ASSIGNMENT <input type="checkbox"/> ROUTINE <input type="checkbox"/> NON-ROUTINE	
	15. WITNESSES: Last First MI Phone #		Job Title (If Applicable)			
	WITNESS#1: _____ ()					
	WITNESS#2: _____ ()					
	WITNESS#3: _____ ()					
	PERPETRATOR INFORMATION					
	16. NAME (Last) (First) (M.I.)			17. DATE OF BIRTH / /	18. SEX <input type="checkbox"/> 1-MALE <input type="checkbox"/> 2-FEMALE	
	19. EMPLOYEE RELATION <input type="checkbox"/> 1-CO-WORKER <input type="checkbox"/> 2-SUPERVISOR		<input type="checkbox"/> 3-CLIENT <input type="checkbox"/> 4-PUBLIC/STRANGER <input type="checkbox"/> 5-SPOUSE	<input type="checkbox"/> 6-SIGNIFICANT OTHER <input type="checkbox"/> 7-FAMILY MEMBER <input type="checkbox"/> 8-FRIEND/ACQUAINTANCE	<input type="checkbox"/> 9-OTHER (Specify)	SS# or Driver's License #
20. ADDRESS			21. ZIP CODE	22. PHONE ()	23. OCCUPATION	
24. CASE HISTORY INFORMATION (If Applicable)						
WHEN	25. DATE OF INCIDENT / /20__		26. TIME OF INCIDENT A.M. P.M.		27. DATE INCIDENT REPORTED A.M. P.M.	
	28. TIME INCIDENT REPORTED / /20__		29. USUAL / NORMAL WORK HOURS A.M. P.M.			
	30. ROTATING SHIFT 1- YES 2-NO		31. OVERTIME 1-YES 2. NO		32. SHIFT WORK 1-YES 2-NO	
33. DATE OF HIRE / /						
WHERE	*NOTE* COMPLETE ONLY ONE SECTION:					
	34. <input type="checkbox"/> INSIDE	35. ADDRESS / BUILDING NAME			36. EXACT LOCATION AT ADDRESS (Floor, Area, etc.)	
	37. <input type="checkbox"/> OUTSIDE	38. LOCATION /INTERSECTION				
PART II: DESCRIPTION OF INCIDENT (Use additional sheets if necessary)						
WHAT AND HOW	39. INCIDENT TYPE 1 -ASSAULT 2- NEAR-MISS 3-THREAT 4-HARASSMENT			SPECIFY: 5-OTHER		40. IOD 1-YES 2-NO
	41. WEAPON <input type="checkbox"/> 1- YES <input type="checkbox"/> 2- NO		42. TYPE / DESCRIPTION OF WEAPON:		43. POLICE CONTACTED <input type="checkbox"/> 1- YES <input type="checkbox"/> 2- NO	
	44. PROTECTIVE ORDER / COURT DATE 1- YES 2- NO / /					
	45. EVIDENCE OF THREAT/ASSAULT/HARASSMENT? 1-YES 2-NO SPECIFY					
	46. DESCRIBE INCIDENT IN DETAIL: <i>WHAT, HOW, WHY</i> ; THREAT (S) OR VIOLENT ACT (S) CONDUCTED BY THE ALLEGED PERPETRATOR PRIOR TO THIS INCIDENT? WHAT SPECIFIC LANGUAGE WAS USED IN THE ASSAULT OR THREAT? (Use additional paper if necessary).					
	47. WORK ASSIGNMENT: PLEASE CHECK THE MOST APPROPRIATE CATEGORY <input type="checkbox"/> A. Routine/Normal <input type="checkbox"/> B. Non-Routine/Special Assignment <input type="checkbox"/> C. Emergency Response/Assignment <input type="checkbox"/> D. Other					
48. EMPLOYEE SIGNATURE				49. DATE / /20		

Appendix B - Workplace Violence Report Form

PART III: FUNDAMENTAL CAUSE AND CORRECTIVE ACTION / TO BE COMPLETED BY SUPERVISOR

50. DISCUSS POSSIBLE FUNDAMENTAL CAUSE (S) OF INCIDENT:

51. LIST OR DESCRIBE ALL RECOMMENDED CORRECTIVE ACTIONS:

52. DATE RECOMMENDATIONS IMPLEMENTED

/ /20

PART IV: SIGNATURE AND DATE

53. SUPERVISOR SIGNATURE

54. DATE

/ /20