

## **DEPARTMENT GENERAL ORDER 07-55**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 97-01  
SOP: 300.55.00

DATE: February 16, 2007

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### **WORKPLACE VIOLENCE**

#### **I. PURPOSE.**

The threat of violence in the workplace is all too common in the United States. Department employees have a right to expect a safe workplace and the following guidelines will help ensure that same will be provided to the fullest extent possible.

#### **II. DEFINITIONS.**

Violence – A rough or injurious physical force, action, or treatment, directed against a person, organization, inanimate object, etc., which may be either a sudden outburst of temper or a deliberate and premeditated act.

Threat – A declaration of an intention or determination to inflict punishment, injury, death, or loss on an individual, organization, inanimate object, etc., in retaliation for, or conditionally upon, some action or course, or the omission thereof.

#### **III. GENERAL.**

The commission of a violent act, or the threat of violence, against a department or city employee, or other individual is unacceptable and shall not be tolerated except when same may occur in conjunction with an officer's official or lawful duties, or in self defense. The provisions of this order shall apply equally to all department staff – men and women- employees, supervisors, and management personnel. As such, any employee who is determined, after an investigation, to have engaged in a violation of this policy, will be subject to appropriate disciplinary measures, up to and including dismissal. Should a violation of criminal law occur, the offender may also face prosecution.

#### IV. COURT ORDERS.

Any employee who obtains an order of protection, restraining order, injunction, or similar court order against a family member, or other individual, which may negatively impact the level of safety within the workplace, will advise their immediate supervisor as soon as possible.

#### V. COMPLAINT PROCEDURE.

##### A. Internal Source of Threat

Internal complaints in regard to an act of violence, or the threat of violence, may be filed by the victim(s) or a third party. Each will be investigated promptly but the methods used will depend upon the severity of the act- some may be investigated administratively - others may generate a criminal investigation - while still others may generate both types of investigations.

Should an employee feel that he/she has been victimized in such a manner, contingent upon the circumstances involved, the employee should call out to summon immediate assistance in an emergency, or if the immediate threat has passed, to file a complaint with the employee's immediate supervisor. The supervisor will conduct an initial investigation, record the facts of the incident via internal memorandum or Investigative Report and forward the complaint up through the chain of command in the same manner as citizen complaints.

The bureau commander or Chief of Police will then assign qualified personnel to review the charges, interview all pertinent parties, including but not limited to: the victim, alleged perpetrator, co-workers, and witnesses. The investigators will also attempt to determine a pattern of conduct, and document all corroborative incidents or evidence.

In those instances where a complaint may be directed against an employee's immediate supervisor, the employee should present their complaint to the next highest ranking officer in the chain of command, or if they so choose, to contact the Deputy City Manager directly. The investigation will then proceed according to the guidelines presented above.

If an employee is found to have committed an act of violence or threat of violence, outside of the scope of their official duties, the perpetrator shall be subject to disciplinary action and/or arrest on criminal charges.

Likewise, should a commander, supervisor, or individual in an "Acting" capacity refuse to take action in regard to an act or threat of violence, obstruct or intentionally delay an investigation, or initiate retaliatory measures against a complainant, such individuals shall also be subject to disciplinary or criminal action.

B. External Source of Threat

In the event an employee is subjected to physical violence or the threat of physical violence by an estranged family member, a vendor, or other individual, the employee should call out and/or summon assistance from the nearest sworn officer. At the time the incident is brought under control, the incident shall be properly documented and prosecution sought in accordance with current guidelines.

Should the threat be of other than an immediate nature, the employee will adhere to the reporting procedures previously discussed.

VI. MEDICAL ATTENTION.

Employees who may be injured because of an assault on their person shall be accorded medical attention at the earliest practical moment.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld  
CALEA Reference: 26.1.3