

## **Workplace Violence Prevention Policy**

Nothing is more important to the Patchogue-Medford Library than the safety and security of our employees. Abusive or threatening language, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Library property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Library property will be removed from the premises as quickly as safety permits and shall remain off Library property pending the outcome of an investigation. The Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, permanent exclusion from the premises and criminal prosecution of those involved.

All personnel are responsible for notifying the Head of Security, the Director or Assistant Director of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on library property.

An employee who applies for or obtains a protective or restraining order that lists the Library as a protected area must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.

The Library's procedures for Life Threatening Emergencies and Bomb Threats are appended as part of this Policy.

### **REPORTING PROCEDURE**

1. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any staff member. Workplace violence should promptly be reported to Security Staff, the Director or Assistant

Director. Staff are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all staff take this responsibility seriously to effectively maintain a safe working environment.

2. Imminent or Actual Violence - Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call Security or 911 immediately.
3. Acts of Violence Not Involving Weapons or Injuries to Persons - Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to security staff, the Director or Assistant Director.
4. Commission of a Crime - All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.
5. False Reports - Staff members who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.
6. Incident Reports - shall be completed and submitted for each reported incident or suspicion of workplace violence. The incident report forms are available from the staff blog page. Select "Form" on the right hand side of the page.
7. The Library shall maintain the confidentiality of investigations of workplace violence to the extent possible. The Library will investigate anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well being of the staff would be served by such action.

Approved by the Board of Trustees November 2, 2007.