

CITY OF ALPENA, MICHIGAN
STANDARD OPERATING POLICY

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| Subject: | Work Place Violence | SOP No. | <u>26</u> |
| | | Date Issued | <u>6/26/98</u> |
| | | Effective Date | <u>6/26/98</u> |
| | | Revised Date | <u>5/15/01</u> |

Copies to: City Council, City of Alpena Department Heads, Personnel Assistant, City Employees, File.

PURPOSE: Violence in the work place, and threats of it, is a growing phenomenon in America. News media coverage of assorted incidents has in many instances made it sometimes appear commonplace and acceptable. In fact, violence and threats of it, is detrimental to the livelihood and well being of the recipient as well as co-workers and the work environment generally. It is a crime under state and local law, not to be countenanced in any setting, and should be considered seriously.

STATEMENT OF POLICY: Accordingly, the City of Alpena, 1) strictly forbids the use or threat of violence against any other employee either in the work place, or outside the work place, in connection with work-related matters; 2) requires that any such incidents be reported to the employee's immediate supervisor (or the Alpena City Manager's office in the event the incident involves a supervisor); 3) will investigate any reports of such incidents; and 4) if found to be accurate, will take appropriate and immediate disciplinary action against the perpetrator, up to and including termination and/or criminal prosecution when warranted.

Work place violence includes, but is not limited to, assaultive language which threatens the physical well being of another, explicitly or implicitly, as well as physical assaults upon the person of another by hand, instrument, or dangerous weapon. Examples of prohibited conduct include direct as well as veiled threats of physical harm to the recipient or others, including the referencing of other incidents of work place violence in connection with a dispute or disagreement (e.g. "I will make the Royal Oak Post Office incident look like child's play.").

During employees' City work hours, City employees are prohibited from having guns, whether concealed or otherwise, on City property, at City-sponsored events, and at all times when employees are performing their jobs, regardless of whether they are actually on City property. This prohibition does not apply to City employees who have been authorized to carry guns as part of their City employment, whether concealed or otherwise, such as, but not limited to, police officers.

Since the City of Alpena has a duty to investigate all reports of such conduct and behavior in order to maintain a healthy and harmonious work environment for all employees and will conduct such investigations to the best of its ability whenever such matters are brought to its attention, it is the responsibility of all employees who are subject or witness to such threats to report them immediately.

The City of Alpena believes that not only are threats of violence inappropriate, unprofessional, and disruptive to the work place, but are unnecessary where there exists other suitable dispute resolution mechanisms whereby employees' grievances may be heard and handled in an orderly and effective fashion. Any employee who feels aggrieved by other workers or the work place is urged to avail him/herself of these alternative mechanisms as a means of settling difficulties. If you are unfamiliar or uncertain with these alternatives, please feel free to contact your immediate supervisor or the City Manager for direction.

Alan L. Bakalarski
City Manager