


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p>Threats of Violence Policy</p>	 <p>900.508</p>

PURPOSE:

The Fire Department is committed to preventing workplace violence and providing a safe environment. The Department prohibits and does not tolerate violent acts or threats of violence against employees, volunteers, visitors, guests or other individuals within its facilities or during Department related activities (including off duty periods).

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Violence may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited contact includes, but it's not limited to the following:
 - a. Intimidation, harassment, assault, battery, stalking or conduct that causes a person to believe that he or she is under threat of death or bodily injury.
 - b. Inflicting or threatening injury or damage to another person's life, health, well being, family or property.
 - c. Possessing a firearm, explosive, hazardous device or substance, or other dangerous weapon, or using an object as a weapon on department property or during any Department-related activity.
 - d. Abusing or damaging Department or member property.
 - e. Using obscene or abusive language or gestures in a threatening manner.
 - f. Raising voices in a threatening manner.

- B. Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited. Employees are also expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

- C. Restraining Orders: Any employee who obtains a restraining order against another person should immediately notify the Human Resource Representative. The Fire Department has made a commitment to provide a safe workplace and can only do so if it receives information concerning individuals who have been ordered to maintain a distance from the department and an employee.

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- D. Warning Signs of Potential Violence: There are often signs serving as a warning that violence in the workplace may occur. The following is a list of common early warning signs. Keep in mind that demonstration by an employee of one or more of the actions below list do not automatically point to certain violence. However, their activities should be noted and the Department's Investigation Team could become involved to assist in detecting and defusing a potential workplace incident.
- a. Increase in use of alcohol or using drugs
 - b. History of violent or aggressive behavior or frequent physical fighting off or on duty.
 - c. Displaying a loss of control (i.e., loss of temper on frequent basis, frequently for unsubstantiated reasons, or over minor issues).
 - d. Either joking or making serious direct or veiled threats.
 - e. Physically, verbally or emotionally intimidating others or instilling fear, (i.e., harassing phone calls, emails and/or stalking).
 - f. Being obsessed with one's job and having no known outside interests.
 - g. Being a loner and/or expressing a strong desire for a personal or romantic relationship with a co-worker. Under these circumstances, the co-worker may feel threatened and report the unwanted attention.
 - h. Obsession with weapons or militia, particularly if this is a new behavior for an employee.
 - i. Feeling constantly disrespected, demonstrating a "me versus the world" attitude. Experiencing difficulty with authority, (i.e., feeling discriminated against, harassed, or intentionally targeted) not accepting criticism well, and commonly harboring resentment.
 - j. Expressing desperation, significant frustration or depression over recent professional, personal or financial problems.
 - k. Fascination with other recent incidents of violence and approval of the use of violence.
 - l. Disregard for safety, thus presenting a risk to self and others.

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- m. Demonstrates a lack of conscience and/or abuse towards other persons or animals.
 - n. Vandalism or property damage.
 - o. Failing to acknowledge the feelings or rights of others.
 - p. Having been a victim of violence or bullying.
- E. All acts of or threats of violence will be thoroughly investigated and disciplinary action and/or legal prosecution to the fullest extent possible will be pursued against an employee for violating this policy.
- F. What to do: If employees are witnesses to a potentially violent situation or are dealing with a threatening or violent person, employees should not put themselves in danger or try to intercede. Employees should not attempt to challenge or disarm the individual. The following tips are proven to be effective in this type of situation:
- a. Try to remain calm;
 - b. Keep a distance of 4-6 feet;
 - c. Do not touch the threatening or violent individual;
 - d. Make constant eye contact, but do not try to “stare them down”;
 - e. Actively listen and respond to the individual;
 - f. If it can be done safely notify a supervisor or any Officer for assistance. Otherwise, cooperate and follow the instruction given.
- G. Reporting Procedures: (Refer to Policy 900.201.1 Complaint Reporting and Investigation Procedures) All threats of (or actual) violence, both direct and indirect, **MUST** be reported as soon as possible to a supervisor, Fire Chief or Human Resource Representative. Employees are empowered to contact the appropriate law enforcement authorities without first informing their supervisor if there is a reasonable belief that immediate danger to their safety or that of others exists. Employees shall then immediately report to their supervisor, Fire Chief or Human Resource Representative.
- H. A reportable incident can be an act or threat from any employee, as well as other members of the public and includes those threats or acts that may be perceived,

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actually experienced or witnessed. When reporting an act or threat of violence, an employee should be as specific and detailed as possible. Employees must report all threats or violent acts they witness or experience while on duty away from the Department premises or during Fire Department related activity, or other legitimate business activities attended by the employees.

- I. The identity of the individual making the report will be protected as much as practical, in order to maintain workplace safety and the integrity of its investigation. The Fire Department may suspend employees suspected of violence or threats, either with or without pay, pending investigation.
- J. In no instance will an employee be disciplined, retaliated against or discharged for good faith reporting of any legitimate act or threat of violence. Anyone reasonably believed to have engaged in retaliation of any kind will be subject to disciplinary action up to and including termination of employment and/or prosecution for any criminal behavior linked to retaliatory activity. False or intentionally misleading reports are unacceptable and will be handled through the Department personnel procedures regarding disciplinary measures up to and including employment or membership termination when appropriate.

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