



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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CHAPTER: Employee Conduct and Relations

SUBJECT: Zero Tolerance for Workplace Violence and Weapons

POLICY NUMBER: 3.390

APPROVAL DATE: June 22, 1999

REVISION DATE: September 27, 2011

DEPARTMENT OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

**SPECIAL NOTES: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**Purpose**

To describe the policy followed by all City departments in regard to workplace threats/acts of violence and weapons.

**Zero Tolerance (Violence) Policy**

It is the intent of the City to provide a safe work environment. Conduct, whether intentional or unintentional, that constitutes threats/acts of violence, as defined below, will not be tolerated.

The City will not tolerate any threats, threatening behavior, verbal abuse or acts of violence directed by one employee towards another or by non-employees towards employees within the workplace. Violence is defined to include but is not limited to: physical assault, aggressive behavior at another individual, purposeful destruction of City property, intimidation through verbalization, implied threats, threatening or harassing telephone calls or written communications, and destruction of another's property. Implied threat and threatening behavior are defined to include, but are not limited to, verbal remarks, physical acts or actions which express the intention to hurt, destroy or punish.

As acts of violence in the workplace may also be perpetrated by people from outside the workplace, it is the City's policy to require any employee who feels an outside threat poses a risk within the workplace to report the situation to their supervisor.

Each supervisor has the responsibility to maintain his or her workplace free of violence. This duty includes discussing this policy with all employees and assuring them that they are not required to tolerate any threats or acts of violence but are required to make a report to the City if they are the recipient or witness of a threat of violence or victim of an act of violence.

### **Zero Tolerance (Weapons) Policy**

No City employee, Alderperson, Commission/Committee/Board member, Mayor, customer, visitor, guest, vendor or anyone else the City deals with in the course of business may possess, or use a weapon of any kind while in designated City buildings. In addition, employees, Alderpersons and the Mayor are prohibited from carrying a concealed weapon in the course of their employment. The weapons that employees or others legally have in their personal vehicles while on City property, conducting business with or for the City, or attending a City sponsored event, must remain in the vehicle in accordance with all applicable laws and regulations regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked on property used by the employer. Weapons may not be transported in City owned vehicles. Examples of weapons are all firearms, compressed gas operated weapons, any electric weapons as defined in Section 941.295(4) of the Wisconsin Statutes, bows and arrows, crossbows, knives (other than small pocket knives), explosives, or any other device which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm, or any other device which the City, in its sole discretion, shall deem dangerous.

Designated City Buildings: City Hall, Police Administration, Fire Administration, Street Division Administration and Wastewater Utility Administration.

**EXCEPTION:** Tools used on the job in accordance with employment requirements are exempt from this policy. Possession, transport or use of small pocket knives or knives designed and used for the preparation of food is not prohibited, provided that such possession, transport or use is not intended or likely to produce bodily harm and is not deemed by the City to be dangerous.

**POLICE OFFICERS:** Possession, transport, or use of weapons by individuals who are required to carry a weapon as part of their employment, such as a Police Officer, is not prohibited, provided that such possession, transport, or use is in accordance with all applicable laws and regulations, and is in accordance with employment requirements.

### **PROCEDURE:**

Any employee who has been a recipient or witness of a threat of violence or witness to or victim of an act of violence is to make a report to their supervisor. The supervisor will forward a copy of the report immediately to the Human Resources Manager. The

Human Resources Manager will consult with the Police Department on questionable reports of violence.

Any restraining orders shall be filed with the Police Department and supervisors shall be notified of such restraining orders. Any act or threat of violence posing immediate danger should be reported directly to the Police Department by calling 911. Threats from people outside the workplace must be reported to the Human Resources Manager and the Police Department will assess the need for special safeguards.

**NON-RETALIATION**

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.

**DISCIPLINARY PROCEDURES**

Any reported act or threat will be investigated by the Police Department as a criminal act or by the Human Resources Manager as a serious violation of City policy.

Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment.

When appropriate, an employee violating this policy will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations.

## **ZERO TOLERANCE FOR WORKPLACE VIOLENCE AND WEAPONS REPORT**

Name:

Department:

Job Title:

Immediate Supervisor:

1. Who was responsible for violating the Zero Tolerance for Workplace Violence and weapons policy?
2. Describe the incident. Include time, date(s) and location for each incident.
3. What was your reaction
4. List any witnesses to the incident

**I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.**

Employee Signature:

Date:

**INVESTIGATION FORM**  
(Human Resources Manager)

Name:

Date:

Employee Phone Number:

Supervisor:

1. What happened? (Objectively state details)
  
2. Who was involved? (Include witnesses)
  
3. Where did the incident take place?
  
4. When did it take place? (Date and time)
  
5. Does this situation constitute a complaint? (Policy violation, criminal investigation, other management decision)
  
6. Dates of investigation of complaint:
  
7. Date of final report:
  
8. Date of follow-up conference with employee:
  
9. Results:
  
  
10. Date of follow up conference with employee:
  
11. Results: