

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	03-05
	Effective Date	10/2009
	Revision Date	07/2017
Title: Workplace Violence		Functional Area: Safety
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

**Background/Context:**

The County is committed to providing a work environment free from the fear of violence, aggression, intimidation and/or harassment by responding to all threats and supporting all possible methods of prevention.

Workplace violence includes assaults or other violent acts which entail a risk of physical or emotional harm, which take place on the employer’s premises and at other locations where employees are engaged in work related activities or are present as a condition of employment.

Violence includes physical violence and/or threats of physical violence that would lead a reasonable person to fear for his/her safety. Violence may be either verbal, which includes written, or physical.

**Definitions:**

Verbal violence: is displayed by verbal or written abuse of harassment involving unwanted acts of language that threatens harm to someone.

Physical violence: is unwelcome contact between two parties. This includes sexual assaults and property damage.

Agency/Department Crisis Management Team: a person or persons who have responsibility for investigating all incidents involving acts of violence or behavior that can potentially lead to aggressive or violent behavior.

**Purpose:**

The objective of this policy and procedure is to communicate the County’s program for addressing workplace violence issues. The Risk and Loss Control Division and the Sheriff’s Department will, upon request, assist departments with workplace security assessment.

**Details:**

1. Employees of the Juvenile Justice Institutions Mental Health Team (JJIMHT) shall be encouraged to report workplace violence incidents to the JJIMHT Program Coordinator without fear of retaliation.
2. All reports or threats of workplace violence shall be documented using the Workplace Violence Incident Report Form. The report should include a summary of actions taken, and/or status of investigations or incidents and be forwarded to the Risk and Loss Control Division, Mail Code 58-600, Phone 876-5026, Fax 876-5158.
3. JJIMHT will take appropriate corrective action against any person who threatens or engages in any violent act, retaliates or threatens to retaliate against any person(s) filing a report under this policy or in any other way fails to comply with this policy. Corrective action may include, but is not limited to, referrals for counseling services through the Employee Assistance Program; management referrals for mandatory "fitness for duty" examinations; appropriate departmental disciplinary action; and/or criminal prosecution.
4. When a department determines that an internal investigation may cause a conflict of interest, the department head or designated representative shall submit a written request to the Risk and Loss Control Division to conduct the investigation.
5. With the exception of cases involving Human Resource Agency personnel the Risk and Loss Control Division will maintain records of all incidents of Workplace Violence that occur within the County, records of investigations and/or actions taken, and current status of each Workplace Violence Case reported.

**Reference(s)/Attachments:**

Workplace Violence Incident Report Form

**Related Policies:**

County of Sacramento, Human Resources Agency Policy and Program Regarding Workplace Violence Prevention

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