

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0548 (SF) Subject: Violence in the Workplace
Effective Date: 03-03-98 Last Revision: 05-17-2024
Person Responsible: Health and Safety Coordinator

Approvals/Date: [Signature] 6-13-24 Superintendent, WCBDD Date
[Signature] 5/17/24 Department Director/Coordinator Date

The following definitions will apply:

- Acts of Violence - Any intentional or reckless physical action that harms or threatens the safety of another individual.
Appointing Authority - Person having the power to appoint or discipline employees employed by WCBDD
Assault - The intentional use of physical injury, impairment of physical condition, or substantial pain to another person with or without a weapon or dangerous instrument.
Discipline - Corrective action taken against any employee for any violation of this procedure and/or law inside or outside of the work place.
Extended Work Place - Any site or location of an approved activity, which is not directly owned/operated by WCBDD but where services are rendered by employees/volunteers (i.e., parks, individual living facilities, recreational facilities, public buildings, etc.)
Criminal Mischief - Intentional or reckless damaging of the property of another person without permission.
Disorderly Conduct - Intentionally causing public inconvenience, annoyance, alarm, or recklessly creating a risk thereof by fighting (without injury), threatening behavior, or making unreasonable noise, shouting abuse, misbehaving, creating a disturbance, or creating hazardous conditions by any act which serves no legitimate purpose.
Harassment - Intentional striking, shoving, or kicking another or subjecting another person to physical contact, threatening to do the same (without physical injury), using abusive or obscene language, following a person in or about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
Larceny - Wrongful taking, depriving, or withholding property from another (no force involved). Victim may or may not be present.
Menacing - Intentionally places or attempts to place another person in fear of imminent serious physical injury.
Notice/Publish - The statement as contained in this procedure (and related policy) shall serve as "notice" and "publication" to all employees and volunteers and duly notifies same that the WCBDD is committed to maintaining a work place that is free from violence or threats of violence.
Obligation of Reporting - If an employee becomes aware of a violation by a fellow employee, the employee of the WCBDD shall be required to bring forth, to the attention of his/her immediate supervisor, department director, and the appointing authority any knowledge, factual information at his/her perusal. The informant shall be immune from punitive action, unless directly involved and also guilty.
Reckless Endangerment - Subjecting individuals to danger by recklessly engaging in conduct, which creates substantial risk of serious physical injury.
Robbery - Forcible stealing of another's property by use of threat of immediate physical force. Victim is present and aware of theft.
Sex Offense - Public lewdness: exposure of sexual organs to others; sexual abuse: subjecting another to sexual contact without consent; sodomy: a deviant sexual act committed as in rape; rape: sexual intercourse without consent.
Threat of Violence - Any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
Threat Assessment Team - The role of the Threat Assessment will be to review the systems and processes in place and determine the vulnerability to work place violence and reach agreement on preventative actions to be taken.
Weapon - Any instrument, device, or thing capable of inflicting death and designed or specifically adapted to be carried or used as a weapon.
Work Place - Is defined to mean the site for performance of work done or any facility owned/leased/operated by WCBDD.

This procedure outlines that WCBDD and all employees (hired and contracted) and volunteers are committed to maintaining a workplace that has a zero tolerance of acts or threats of violence.

A. Reporting and Response

- 1. Any threat or specific action directed toward a specific individual or group of individuals will be taken seriously.
2. Any employee having knowledge of an act or threat of violence involving himself/herself or another employee must immediately report the incident to their immediate supervisor. Employees are also required to inform their supervisor of any domestic threat, stalking, or restraining/protective orders. Immediately upon notification the immediate supervisor will notify the Department Director and respectively to the Superintendent. The Superintendent or designee will provide all relevant information to respective staff via Administrative Assistants. WCBDD may seek a protective order of its own against the person making a threat. The threatened employee may be placed on leave until further notice.
3. Violence in the Work Place Reporting Form for Victim (03-ALL-ALL-0395) must be completed if you are the victim and/or Violence in the Work Place Reporting Form for Witness (03-ALL-ALL-0396) if you are a witness to the act or threat of violence must be completed. Completed forms will be forwarded to the immediate supervisor.

4. In situations of potentially imminent harm or where an act has already occurred, the appropriate law enforcement authorities and/or 911 will be contacted immediately. Affected work places will be secured. A lockdown, evacuation or re-location will be made by administration, if needed.
5. Employees will remain in lockdown, evacuation or in re-located area until law enforcement declares an emergency no longer exists. If there is a need to relocate individuals, the prescribed evacuation plan, Procedure ALL-ALL-0703, will be followed.
6. Nothing in this procedure prohibits an employee from independently filing criminal charges and/or a police report; in fact employees are encouraged to file such reports.
7. The Threat Assessment Team will evaluate each incident immediately. The Team will review systems and processes in place and determine the vulnerability to work place violence and provide a recommendation for prevention. The Threat Assessment Team will evaluate these records on a regular basis.
8. An accurate record of all work place violence incidents will be maintained and forms kept a minimum of 6 years.
9. It is a violation of this procedure to retaliate in any way against an employee or citizen who files a complaint; it is also a violation for an employee to file frivolous complaints.

**B. Discipline**

1. Employees found in violation of this procedure or supervisors who knowingly allow a violation of this procedure will be subject to disciplinary action up to and including removal.
2. Employees involved may be subject to criminal prosecution and the resulting penalties thereof. Because WCBDD has a zero tolerance for acts or threats of violence, WCBDD where appropriate will prosecute all employees who commit such acts or threats.

**C. Employees Working in the Field**

1. If a job task requires an employee to visit another person outside of the office, and if the individual is known to be violent or harassing, then a reasonable combination of steps may be taken to reduce the potential risk. Examples include, but are not limited to the following:
  - a. Another employee may accompany the employee.
  - b. Appropriate law enforcement agency may be notified so they can be in the area.
  - c. The employee(s) may be provided with a reliable means to communicate in an emergency, such as a handheld radio or portable phone if available.
  - d. The employee(s) may be instructed to notify his/her Supervisor immediately upon arrival at and departing from the location.
2. The individual may be asked to conduct business in the office, or other neutral "safe place" instead.

**D. Training and Investigation**

1. Employees will receive a copy of this procedure upon hire and will be provided with ongoing information and training on ways to anticipate, avoid, and deal with threats or acts of violence in the workplace.
2. Supervisors will receive periodic training on recognizing symptoms of potentially violent persons and situations.

References: ORC 124.34  
01-ALL-ALL-0101

Attachments: Appendix A: Wood County Board Threat Assessment Team

Procedures: 02-ALL-ALL-0703

Forms: 03-ALL-ALL-0395  
03-ALL-ALL-0396

tar\procedure\s0548





Revised: 05-17-2024

**Wood County Board of DD**

**Threat Assessment Team**

**Have you been threatened? Do you suspect a violent act could occur? If so, immediately notify an individual below and follow the Violence in the Workplace Procedure 02-ALL-ALL-0548 (SF)**

***Rhonda Kendall – Ext. 1310***

Office: 419-353-0310

Cell: 419-308-7116

***Rachel Buchhop Ext. 5407***

Office: 419-353-5407

Cell: 419-409-1702

***Scott McKeown – Ext. 2414***

Office: 419-353-2414

Cell: 419-409-1966

***Eric Fowler Ext. 1812***

Office: 419-353-0812

Cell: 419-494-4550

***Julie Sprague Ext. 1910***

Office: 419-352-1910

Cell: 419-266-8000

***Lorraine Flick – Ext. 9511***

Office: 419-352-9511

Cell: 419-575-9715

