



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
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POLICY

TITLE

WORKPLACE VIOLENCE

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes, including removal of an attachment. Read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

8/22/14

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 10/1/14</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER DOC 850.125</p>
	<p>TITLE WORKPLACE VIOLENCE</p>		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.41.060](#); [RCW 9.41.300](#); [RCW 9A.46.110](#); [WAC 296-24](#); [WAC 357](#); [Governor's Executive Order 96-05](#); DOC 400.100 Incident and Significant Event Reporting; DOC 410.220 Firearms Program - Community Corrections; DOC 410.240 Armory/Firearms Management; DOC 420.240 Personal Firearms; [DOC 830.030 Shared Leave](#); [DOC 830.100 Leave](#); [DOC 830.120 Family and Medical Leave](#); [DOC 850.010 Administrative Investigations](#); [DOC 850.015 Staff Counseling and Employee Assistance](#); [DOC 890.620 First Aid Emergency Medical Treatment](#)

POLICY:


- I. The Department is committed to providing a safe and secure working environment. Workplace violence will not be tolerated, including, but not limited to, any verbal assaults, threatening behavior, or physical assaults occurring in state offices, facilities, work sites, or vehicles, or while conducting state business.
- II. All employees/contract staff are responsible for contributing to a safe and secure work environment and reducing the potential for workplace violence. Any discrimination or retaliation against any person who reports or participates in the investigation of workplace violence will not be tolerated.
- III. The Department is committed to working with employees/contract staff who are victims of workplace violence, or victims of domestic violence, sexual assault, and/or stalking, to prevent abuse and harassment from occurring in the workplace. The Department will provide appropriate support and assistance to employees/contract staff who are victims of violence.
- IV. Non-Department issued firearms or other weapons are not permitted in the workplace or state owned vehicles, except as authorized by DOC 420.240 Personal Firearms. This prohibition applies even though individuals may be licensed in their private capacity to carry concealed weapons or exempt from the licensing requirements per RCW 9.41.060 and RCW 9.41.300.

DIRECTIVE:

- I. Responsibilities and Procedures
 - A. Employees/contract staff will:
 1. Immediately call for help, either 911 or as prescribed by local procedure, if an act of workplace violence occurs in a Department work site or vehicle, or while employees/contract staff are conducting state business.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 10/1/14</p>	<p>PAGE NUMBER 3 of 5</p>	<p>NUMBER DOC 850.125</p>
	<p>TITLE WORKPLACE VIOLENCE</p>		


2. Not attempt to apprehend or interfere with anyone who presents an apparent risk of violence, other than trained armed employees as required by Department policy or local procedures.
 3. Follow established procedures for administering first aid, notifying appropriate local civil authorities, and securing the area as necessary.
 4. Report information to any available manager regarding threats and/or acts of violence or submit DOC 03-334 Workplace Violence Report to the Appointing Authority or Human Resources Manager.
 5. Cooperate in providing information for the Incident Report per DOC 400.100 Incident and Significant Event Reporting.
 6. Cooperate in the investigation of workplace violence incidents, only discussing the incident with others on a need to know basis.
 7. Maintain confidentiality about co-workers' status as a victim of violence regardless of where the violence occurred.
 8. Comply with Workplace Safety Plans developed to safeguard victims or potential victims of violence.
- B. Managers and supervisors will:
1. Immediately call for help, either 911 or as prescribed by local procedure, if an act of workplace violence creates or has created an immediate threat of physical danger or harm.
 2. Review for completeness and sign DOC 03-334 Workplace Violence Report upon receipt.
 3. Promptly take appropriate steps to ensure the safety and security of individuals and property.
 4. Investigate reported threats of violence in the workplace.
 5. Be responsive when an employee/contract staff who is either a victim or a perpetrator of violence asks for assistance.
 - a. The manager/supervisor will contact a Human Resources employee, the appropriate Staff Psychologist, and/or the Employee Assistance Program for assistance as soon as possible. Assistance provided will not preclude an investigation of alleged employee/contract staff misconduct.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 10/1/14</p>	<p>PAGE NUMBER 4 of 5</p>	<p>NUMBER DOC 850.125</p>
	<p>TITLE WORKPLACE VIOLENCE</p>		

6. Assist employees/contract staff in the development of Workplace Safety Plan(s) as outlined Attachment 1 to safeguard victims or potential victims of violence, when necessary.
 7. Consider options available to assist the employee/contract staff (e.g., adjusting work schedules, approving leave and compensatory time) to use services available for victims or perpetrators of violence.
- C. Appointing Authorities or designees, in consultation with Human Resources, will review reports of workplace violence, and if necessary:
1. Initiate an investigation, which typically includes:
 - a. Visiting the scene of an incident as soon as possible.
 - b. Interviewing the threatened or injured employee(s)/contract staff and witnesses.
 - c. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate violent behavior by the identified individual.
 2. Implement loss prevention/control measures to prevent future workplace violence. These may include, but are not limited to:
 - a. Changing security procedures,
 - b. Workplace Safety Plans,
 - c. Training,
 - d. Reassignment,
 - e. Corrective or disciplinary action, and/or
 - f. Referral to counseling services.
 3. Assist local civil authorities when requested.
 4. Provide the appropriate level of support to assist the employee(s)/contract staff victimized by violence to regain productivity.

II. Disciplinary Action

- A. Any employee/contract staff who misuses state resources, including work time, to threaten, harass, or commit an act of violence while working in any capacity for the Department may be subject to corrective or disciplinary action, up to and including dismissal.
- B. Disciplinary action may also be taken against employees/contract staff that are arrested, convicted, or issued a permanent or temporary injunction as a result of

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS POLICY	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 10/1/14	PAGE NUMBER 5 of 5	NUMBER DOC 850.125
	TITLE WORKPLACE VIOLENCE		

domestic violence, when such actions are detrimental to employee/contract staff work performance or the Department's mission.

III. Resources

A. Resources available for employees/contract staff include:

1. Referrals to the Employee Assistance Program, a Staff Psychologist, or community service programs, such as those listed in the [Department of Commerce's Crime Victims Resource Guide](#),
2. Occupational Safety and Health Administration (OSHA) information located at <https://www.osha.gov/SLTC/workplaceviolence/>,
3. Human Resources consultation to determine other employment options when there is a need to relocate the employee/contract staff for personal safety reasons, and
4. Leave as necessary and appropriate per DOC 830.100 Leave, DOC 830.030 Shared Leave, and DOC 830.120 Family and Medical Leave, applicable collective bargaining agreements, state and civil service rules, and federal and state laws.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Threatening Behavior, Workplace. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

[Workplace Safety Plan \(Attachment 1\)](#)

DOC FORMS:

[DOC 03-334 Workplace Violence Report](#)