

## 1.6: Anti-Violence

This policy applies to all employees.

### POLICIES AND PROCEDURES

It is the policy of Adams County to provide a work environment that is free of threats of violence or violent acts. This includes, but is not limited to, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of unauthorized weapons or guns, or carrying weapons or guns that are not required for a work-related activity onto County property. Employees shall not carry concealed weapons while working, with the exception of law enforcement, unless they are required for work and authorized by the County Manager. Additionally, offensive comments or actions in response to violent events and/or behaviors will not be tolerated.

If management has reason to suspect that an employee may be in violation of this policy, Adams County reserves the right to inspect and search any County vehicles, lockers, desks, filing cabinets, files, computers and disks, or any other County property at any time without notice. Any illegal and unauthorized items discovered may be taken into custody, used as evidence in a personnel investigation, and will be turned over to law enforcement representatives. Any employee who refuses to submit to a search will be subject to disciplinary action, up to and including, termination under the Discipline and Appeal Policy 1.8.

### Reporting and Investigation

Any employee who feels that he or she has been subjected to any threatening or violent behaviors such as the ones listed above **must immediately** report the incident to a manager or supervisor and to People Services. The situation will be investigated promptly by People Services and the County Attorney's Office. Participation in an investigation undertaken under this policy is mandatory; an employee's refusal to participate in such an investigation will be cause for disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

An employee, who has knowledge of or observes conduct such as that listed above, **must immediately** contact the People Services Department. If an employee's safety or health is in serious jeopardy or if an employee observes another co-worker's safety is in immediate jeopardy, the employee must contact the proper law enforcement authorities without delay, and then contact the Human Resources Department as soon as possible. Managers or supervisors should refer to the Reporting Checklist located on the Intranet.

## 1.6: Anti-Violence (continued)

Employees, who are found to have engaged in threatening, hostile, or violent behavior in violation of this policy, shall be subject to disciplinary action as set forth in the Discipline and

Appeal Policy 1.8. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of this policy.