

*City of St. Louis Department of Personnel Administrative
Regulation NO. 142*

POLICY ON WORKPLACE VIOLENCE

Revised & Reissued: December 7, 2009

POLICY:

It is the policy of the City of St. Louis that violence in the workplace, work related violence or threats of violence will not be tolerated regardless of when or where it occurs, both on and off duty. Accordingly, City employees are prohibited from using violence or threats of violence against any person in the workplace, or outside of the workplace when the violence is work related. Employees who violate the policy will be subject to disciplinary action up to and including dismissal. This policy does not prohibit acts of self-defense against criminal assault.

VIOLENCE DEFINED:

Violence under the City's policy shall include, but not be limited to: physically threatening or hostile behavior (belittling, abusing or bullying behaviors); bodily injury or harm; verbal threats of violence; physical assault; acts of vandalism, arson, or sabotage; and/or the unauthorized possession or use of a lethal weapon.

PROCEDURE:

Employees are expected to treat citizens, members of the public, customers, co-workers, subordinates, superiors, and residents of City correctional institutions with courtesy and respect. Disagreements or disputes that could lead to violence are to be reported to management at the first opportunity. Employees who become victims of violence or threats of violence are to follow the procedure below.

1. Violence or threats of violence are to be reported to the immediate supervisor. (In the event the immediate supervisor is the person engaging in the prohibited behavior, the employee should report the matter to the next higher level of supervision/ management.)
2. The supervisor or manager to whom a complaint of violence or threat of violence is made should immediately report it to the appointing

authority or his/her designee who shall then immediately initiate and conduct a thorough investigation.

The appointing authority or his/her designee shall also make the determination if the matter should be referred to the police.

Specifically, the appointing authority or his/her designee should document the complaint, including the names of the employee making the complaint and alleged perpetrator, when and where the incident occurred, the circumstances involved, and names and statements of any witnesses (statements should be in writing and signed by the witnesses if possible). A copy of the investigatory report and resolution of the complaint must be filed with the Employee Relations Section of the Department of Personnel.

3. If, as a result of the investigation, it is determined that an employee has committed an act of violence in violation of the policy, the appointing authority should initiate a pre-disciplinary and/or pre-termination hearing in accordance with the administrative regulation on discipline - see Department of Personnel Administrative Regulation No. 117.

MANAGEMENT'S RESPONSIBILITY:

Failure of a supervisor or manager to notify the appointing authority or his/her designee of a complaint of violence in a timely manner, or failure of an appointing authority or his/her designee to investigate the complaint in a timely manner, is a violation of this policy, and may lead to disciplinary action.

CRIMINAL ASSAULTS:

Appointing authorities and/or his/her designee are advised that assaults that result in injury, or involve the use of any weapon(s) guns, firearm, knuckles, knives, blackjacks, incendiary/explosive devices, etc., are to be reported to the police. A copy of the report related to the incident must be filed with the Employee Relations Section of the Department of Personnel.

WEAPONS:

The possession of any weapon(s) guns (e.g., firearm, knuckles, knives, blackjacks, incendiary/ explosive devices, etc.) in the workplace or while on duty is prohibited unless the employee is authorized by their appointing authority as part of his/her

duties to be in possession of said weapon. Employees are further prohibited from possessing any object or poisonous substance that is readily capable of lethal use when the intent is to use it to inflict injury. The possession of such weapons, objects or poisonous substances shall be grounds for immediate dismissal.

DISCIPLINE:

Discipline resulting from a violation of this policy shall be handled in accordance with the administrative regulation on discipline - see Department of Personnel Administrative Regulation No. 117.

INQUIRIES/TRAINING:

Questions about this policy or other matters related to workplace violence are to be referred to the Employee Relations Section of the Department of Personnel at 622-3652. Questions about training are to be referred to the City Safety Manager at 622-3563.

DEPARTMENT OF PERSONNEL

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