

**[AGENCY'S NAME]**  
**WORK RULE FOR WORKPLACE SAFETY**  
[ENTER DATE OF WORK RULE]

**POLICY**

It is the [Agency's Name]'s policy to promote a safe environment for its employees. The department is committed to working with its employees to maintain a work environment free from acts of violence and threats of violence.

**DEFINITIONS**

For purposes of this work rule, the following definitions shall apply:

***Act of violence*** means any intentional, reckless, or grossly negligent act that would reasonably be expected to cause physical injury or death to another person.

***Threat of violence*** means any intentional communication or other act that threatens an act of violence and would cause a reasonable person to feel terrorized, threatened, or fear physical injury or death to oneself or another person. Any threat of violence, whether verbal, written, visual, or by gesture, will be presumed to be an expression of intent to do harm to another person.

***Workplace*** means an office or building owned or leased by the state in which employees are assigned or work. It includes any state-owned or leased common grounds or parking areas used by employees assigned to or working in the office or building.

***Explosive*** means any bomb, grenade, missile, or other dangerous device designed to expand suddenly and release internal energy resulting in an explosion.

***Firearm*** means a weapon from which a dangerous projectile may be expelled by an explosive, gas, or air.

**ACT OR THREAT OF VIOLENCE**

An act of violence or a threat of violence that is work-related or occurs in the workplace is strictly prohibited. Any employee who is subjected to or is aware that another employee is being subjected to an act of workplace or work-related violence or a threat of imminent violence shall immediately take appropriate measures to ensure his or her personal safety. The employee shall then promptly report the incident to appropriate law enforcement personnel and his/her supervisor. The supervisor shall immediately notify the appointing authority of the incident.

Non-imminent acts or threats of violence shall be reported to the employee's supervisor. If the employee's supervisor is the individual engaging in violence or making a violent

threat, the employee shall report the incident to the appointing authority's designated investigator, [identify person or officer designated].

All reports of an act of violence or a threat of workplace or work-related violence will be investigated and appropriately addressed. The appointing authority shall take reasonable actions to protect employees when a credible report of a violent act or threat of violence is received.

If the department receives information regarding an alleged act of violence, receives a threat of violence, or has a reasonable suspicion that an employee may have transported a firearm or explosive on state property without authorization, the department or other appropriate authority may conduct a search of desks, lockers, and any other storage space located on state property as part of the department's effort to investigate and appropriately address the situation.

Employees shall not sabotage or cause malicious destruction of or damage to state property, resources, work products, electronic files, or the property of another employee or a member of the general public.

### **FIREARMS AND EXPLOSIVES**

An employee shall not carry or possess a firearm or explosive at a state workplace or during actual-duty time except as specifically authorized in this work rule and as authorized by law.

*(The following two paragraphs contain suggested language for only those departments with employees who are allowed to carry firearms or explosives).*

Employees working in law enforcement/correctional/investigative/security/military *(state specifically)* capacity may carry or possess a firearm at a state workplace or during actual-duty time. Employees officially authorized to carry or possess firearms have been specifically informed. Employees who have been directly authorized to possess or carry explosives may carry or possess such explosives at a state workplace or during actual-duty time.

Employees authorized to carry or possess a firearm/explosive *(state specifically)* must carry or possess the firearm/explosive *(state specifically)* in a reasonable manner in compliance with all applicable laws and this work rule and any instructions or limitations imposed by the supervisor or as follows *(state specifically)*.

*(The following paragraph contains suggested language for all departments except Corrections and any others who may legally prohibit firearms in vehicles in their parking lots.)*

Except as provided by law, employees are not prohibited from carrying or possessing a firearm inside a personal vehicle while the firearm is completely unloaded and enclosed in a case in the vehicle or carried in the trunk of the vehicle.

This work rule covers all department employees' ability to carry or possess firearms or explosives at any state workplace, at any time and in any place, during actual duty-time. Except as specifically authorized by this work rule, a constitutional or statutory provision that otherwise authorizes an employee to carry or possess a firearm or explosive does not authorize the carrying or possessing of the firearm or explosive during actual duty-time or at a state workplace.

## **Reporting**

Employees are obligated to report to management if any of the following circumstances occur:

- a. The employee is subjected to workplace or work-related violence by a supervisor, manager, co-worker, or other person.
- b. The employee witnesses a supervisor, manager, co-worker, or other person in the workplace engaging in workplace or work-related violence involving another person.
- c. The employee receives a protective or restraining order, which lists state-owned or leased premises as a protected area. (A copy of such order shall be provided to the appointing authority.)

A supervisor or manager who witnesses, or is made aware of by one who witnesses, a subordinate employee engaged in workplace or work-related violence, threatening behavior, or making threats of violence or has unauthorized possession of a firearm or explosive is obligated to report the behavior to the appointing authority and to take prompt and appropriate remedial action.

## **REPORTING PROCEDURES**

1. An employee who is directly affected by or witnesses workplace or work-related violence directed at another employee shall report the conduct to a supervisor, designated investigator ([insert name/title of designated investigator]), or the appointing authority.

2. An employee who is directly affected by or witnesses workplace or work-related violence by the employee's own supervisor shall report the conduct of the supervisor to a higher-level supervisor, designated investigator ([insert name/title of designated investigator]), or the appointing authority.
3. An employee who is directly affected by or witnesses workplace or work-related violence caused by an investigator shall report the conduct directly to a supervisor, another investigator, or the appointing authority.

### **VIOLATIONS**

Any violation of this work rule may result in discipline, up to and including termination of employment.