

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-10
		Original Adoption	04-01-01
		Revision #	2
		Last revision date	November 2006
Section Title	Employee Ethics and Conduct		
Subject	Workplace Violence		

The City of Helena is committed to providing friendly, courteous and impartial services to its citizens. The City acknowledges that human relationships are subject to conflict and that some employees may be exposed to violence by the nature of their jobs. The City is committed to maintaining a safe, healthful and efficient work environment in which acts of violence by employees or citizens will not be tolerated. Workplace violence is defined as the act of creating an environment in which individuals feel threatened or intimidated. Violence can include physical force, harassment, intimidation or the abuse of power or authority.

The City will strive to provide a safe and secure work environment. Employees should avoid or minimize potentially violent situations to protect oneself from harm. If an employee anticipates a particularly confrontational situation, the supervisor should be notified so that additional security can be arranged. When a situation begins amenable but turns hostile, try to de escalate the situation. If de escalation tactics don't work, withdraw from the situation. Do not use force unless it is absolutely necessary to physically defend yourself.

Threats or acts of violence experienced or witnessed should be reported to your supervisor, department head and/or the Human Resources Director as soon as possible. The City will promptly investigate any complaint received that pertains to workplace violence. The investigation process will include appropriate avenues for due process such that a thorough understanding of the situation can be obtained. The City will take appropriate, prompt actions against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

This policy prohibits employees, with the exception of sworn Law Enforcement/Animal Control Officers, from bringing firearms or other weapons, required in their duties, (including pepper spray, stun guns, batons, etc.) into work areas. Employees are also prohibited from carrying firearms or other weapons in City vehicles or in personal vehicles if completing City business.

If a City employee has violated this policy, such action may warrant disciplinary action or discharge. If necessary or appropriate, the City will notify police or other law enforcement personnel and prosecute violators of this policy to the maximum extent of the law.

Be advised that the City of Helena has an employee assistance program (EAP) available. The EAP service is provided through an independent third party and consists of counseling, free of charge, to assist with any employee's various personal and professional issues. If you, or someone in your family, are being subjected to domestic violence, you are encouraged to seek assistance through the City's EAP services and/or proper law enforcement agencies. If you fear the domestic violence could result in workplace violence, please notify the Human Resources Director immediately so appropriate security measures can be arranged.