

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

October 22, 2015

Policy Number 3.27

WORKPLACE VIOLENCE

POLICY

The Honolulu Police Department is committed to maintaining a safe, violence-free work environment. Toward this end, the department will address workplace violence by:

- I. Providing education and training;
- II. Establishing procedures for responding to recognized potential incidents of violence; and
- III. Establishing procedures for responding to actual workplace violence.

Violation of this policy can result in disciplinary action up to and including termination in accordance with collective bargaining agreements and civil service rules.

PROCEDURE

I. DEFINITION

Except for incidents which occur during official law enforcement situations (e.g., arrests or crowd control), the following definition shall apply to departmental employees, including contract and volunteer workers, and nonemployees who interact with departmental employees:

"Workplace violence" means any intentional action that physically harms or may cause physical harm to someone or something.

II. INCIDENT MANAGEMENT TEAM (IMT)

- A. The IMT can provide resources for labor relations, counseling, security, legal issues, and other areas that may assist in responding to workplace violence incidents.
- B. The commander or designee of the Human Resources Division shall serve as the coordinator for the IMT. In addition, the IMT coordinator may direct a review of an incident and make recommendations to the Chief of Police, if necessary.

III. EDUCATION AND TRAINING

The Training Division shall be responsible for coordinating education and training on workplace violence. This will include an overview on the subject as well as general information on preventing, detecting, and responding to violent or potentially violent incidents.

IV. RESPONSIBILITIES

A. Employees

Employees shall not display any acts of workplace violence.

1. Employees are encouraged to resolve conflicts that do not involve violence with diplomatic communication and common sense.
2. Employees should report incidents related to workplace violence, whether they are the target of the violence or they witness behavior (threats or harassment) that is likely to lead to violence. The incidents should be reported immediately, verbally or in writing, to their supervisors. If a supervisor is the source of the problem, it shall be reported to the next higher supervisor.

B. Supervisors

Supervisors are responsible for taking reasonable measures to maintain a work environment that is free of violence and ensuring that all employees are aware of this policy.

In addition, a supervisor who is aware (directly or indirectly) of any workplace violence, threat, or harassment shall take action by:

1. Notifying the IMT in writing about the incident. The IMT should be contacted through its coordinator;
2. Immediately investigating or initiating an investigation of the incident, which should, when appropriate, include meeting with the parties involved.
 - a. Investigations shall be conducted in accordance with Policy 5.01, COMPLAINTS AND INTERNAL INVESTIGATIONS, and for relevant violations of Article VII of the Standards of Conduct, which are reviewed by the Administrative Review Board; and
 - b. A written report that includes a brief synopsis and disposition of the completed investigation shall be prepared and submitted to the IMT coordinator by the element commander or designee;
3. Taking appropriate action to quickly diffuse a violent situation or reduce the risk of imminent danger;
4. Making referrals for voluntary counseling (e.g., Human Services Unit, private psychologists, counselors, Employee Assistance Program, and police chaplains) when appropriate; and
5. Making referrals to the departmental psychologist for a fitness-for-duty evaluation in accordance with Policy 3.13, PSYCHOLOGICAL EVALUATIONS.

C. Restraining/Protective Orders

1. Employees who apply for or obtain a restraining/protective order which names their workplace as a protected location shall provide their commanders, via the supervisors, with copies of the application or order and the petition and declaration used to seek the order. These employees shall also inform their commanders, via the supervisors, of any violation of any temporary or permanent protective/restraining order.

If the workplace is not listed as a protected location, employees may still provide their commanders, via the supervisors, with all of the information listed in section C 1 above.

2. Commanders should provide certain information to their employees about a restraining/protective order that an employee in their element has applied for or obtained if there is a potential of violence or confrontations.
 - a. The information that is provided shall be limited to the name and description of the person who was served the order and the name of the employee who applied for the order; and;
 - b. If the person who was served the order is observed at the workplace, employees shall immediately report the incident to their supervisors.

V. IMMEDIATE POLICE ASSISTANCE

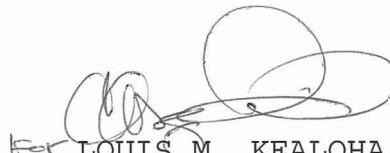
An officer in the vicinity shall be called to respond to any situation in which violence appears imminent. If no officer is available, one shall be requested by calling 911.

VI. WEAPONS IN THE WORKPLACE

No person, while on city facilities, shall carry firearms, other deadly weapons, or explosives, either openly or concealed, except for official purposes and with the approval of the Chief of Police.

VII. RETALIATION AND FALSE REPORTS

- A. Retaliation in any form is prohibited against anyone who reports an incident that is related to workplace violence or participates in the investigation of such an incident.
- B. Any false reporting of violence shall be subject to disciplinary action.


For LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
June 10, 1997