



# CITY OF NEW BRITAIN

EST. 1871

OFFICE OF THE MAYOR  
THE HONORABLE ERIN E. STEWART

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## WORKPLACE VIOLENCE POLICY STATEMENT

To: ALL CITY OF NEW BRITAIN EMPLOYEES

FROM: Mayor Erin E. Stewart

Date: February 7, 2017

It is the City of New Britain's policy to promote a safe environment for its employees. The City of New Britain is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, coercion, and other disruptive behavior. While this kind of conduct is not pervasive at the City of New Britain, no employer is immune. Every employer will be affected by disruptive behavior at one time or another.

The City of New Britain has a zero tolerance for workplace violence. Violence, threats, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all report of incidents will be taken seriously, investigated and if substantiated will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including termination, criminal penalties or both. Additionally no person except authorized personnel shall be permitted to carry a firearm, weapon, or bring weapon supplies or paraphernalia on City property.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing or intimidating or other disruptive behavior. If you observe or experience such behavior by anyone at the City of New Britain, whether an employee or not, report it immediately to a supervisor or manager. Supervisors who receive such reports should contact Linda Guard, Human Resources Director, 860 826 3408.

**PLEASE NOTE: THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY POLICE SHOULD BE REPORTED IMMEDIATELY TO THE POLICE BY CALLING 911**

The City of New Britain will support all efforts made by supervisors in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions, please contact Linda Guard, Human Resources Director at 860 826 3408.

## INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR

- Direct or veiled threats of harm.
- Intimidating, belligerent, harassing, bullying or other inappropriate or aggressive behavior.
- Numerous conflicts with supervisors or other employees.
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns or a fascination with weapons.
- Statements showing fascination incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators or workplace homicide.
- Statements indicating desperation (over family, financial or other personal problems) to the point of contemplating suicide.
- Serious personal problems, such as divorce, bankruptcy or the death of someone close.
- Drug or alcohol abuse.
- Extreme changes in behavior, including mood swings, outbursts and insubordination.
- History of violent behavior, including family history of violence.
- Deterioration of work performance.
- Being a loner.
- Becoming paranoid about others

## EXAMPLES OF WORKPLACE VIOLENCE

- All threats or acts of violence occurring on City of New Britain property, regardless of the relationship between the City of New Britain and the parties involved in the incident.
- All threats or acts of violence not occurring on City of New Britain property but involving someone who is acting in the capacity of a representative of the City of New Britain.
- Any threats or acts resulting in the conviction of an employee or agent of the City of New Britain, or of an individual performing services on the City of New Britain's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City of New Britain.

## EXAMPLES OF PROHIBITED CONDUCT

- Hitting or shoving an individual.
- Threatening to harm an individual of his/her family, friends or associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of New Britain.
- Making harassing or threatening telephone calls, letters, or other forms of electronic or written communications (voice mail, e-mail, etc.)
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City of New Britain.

- Harassing surveillance, also known as “stalking,” the willful, malicious, and repeated following of another person in reasonable fear of his or her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestions or intimation occurs.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City of New Britain property.

## THREAT INCIDENT REPORT

### CITY OF NEW BRITAIN

The City of New Britain workplace violence policy requires that all employees report threats or incidents of violent behavior to a manager or supervisor. The manager or supervisor should take the necessary steps to complete the Threat Incident Report as quickly as possible, including private interviews with the victim(s) and witness(es). The report should be submitted to the Personnel Director in a timely manner.

Name of Threat-Maker: \_\_\_\_\_

Title (and relationship to the City of New Britain, if not an employee):

\_\_\_\_\_

Name(s) of victims or potential victim(s): \_\_\_\_\_

\_\_\_\_\_

When did the incident occur? (Day of week, date, time (a.m./p.m))

\_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What happened immediately prior to the incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What is the specific language of the threat? \_\_\_\_\_

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Describe any physical conduct that would substantiate an intention to follow through on the threat:

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What was the physical/emotional appearance of the threat-maker?

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Names of others who were directly involved and any actions they took?

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How did the incident end?

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Who were the witnesses?

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What happened to the threat-maker after the incident?

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What happened to the other employees directly involved after the incident?

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Names of supervisory staff and how they responded:

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What events triggered the incident?

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Any history leading up to the incident?

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COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_