

ADMINISTRATIVE REGULATION

No. 111

Board of Trustees
Douglas County School District

OBJECTIVES

VIOLENCE IN THE WORKPLACE

Implementation of Policy

- A. Douglas County School District will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the District or which occur on property owned or controlled by the District or during the course of the District's business. Examples of workplace violence include, but are not limited to, the following:
1. All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the District, regardless of the relationship between the District and the parties involved in the incident.
 2. All threats of any type or acts of violence occurring off the District's premises involving someone who is acting in the capacity of a representative of the District.
 3. All threats of any type or acts of violence occurring off the District's premises involving an employee of the District if the threats or acts affect the legitimate interests of the District.
 4. Any acts or threats resulting in a criminal conviction of an employee or agent of the District or of an individual performing services for the District on a contract or temporary basis which adversely affect the legitimate interests and goals of the District.
- B. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
1. Hitting, shoving, or otherwise assaulting an individual;
 2. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;
 3. The intentional or malicious destruction or threat of destruction of the District's property;

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4. Harassing or threatening phone calls, notes, letters, or computer messages;
 5. Harassing surveillance or stalking, and
 6. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives.
- C. The District desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any coworker, administrator or manager/supervisor, volunteer, student, visitor, or other individual. Administrative, supervisory, and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on District property is encouraged to report incidents of threats or acts of violence of which s/he is aware.
- D. Reports of violence or threatening behavior should be made to the Superintendent/designee, an employee's immediate administrator or manager/supervisor, or any other administrator or manager/supervisor. The District is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this regulation alters any other reporting obligation established in the District's policies or in state, federal, or other applicable law.
- E. Awareness Program for Employees:
1. Every employee will be given notice of the District's policy prohibiting workplace violence as follows:
 - New employee orientation will include an explanation of the District's policy and procedures prohibiting workplace violence.
 - Each employee shall be provided with a copy of the District's policy.

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2. In addition to the required orientation program that includes training on prohibiting workplace violence, the District's Human Resources Department will maintain information on community resources and employee benefits available to employees and/or dependents for assistance in problems related to domestic violence. The Employee Assistance Program (EAP) is also available for such resource/information referral.
3. Training programs shall be provided to employees in conjunction with sexual harassment and non-discrimination training. Employees are required to attend this training.
4. Supervisory training shall be provided on a periodic basis and shall include the following:
 - Recognizing signs of potential workplace violence.
 - Duty to report and procedure for reporting policy violations.
 - Employee awareness and communication procedures.
 - Confrontational/conflict resolution and referral techniques.

Reporting: When an employee observes an act of violence, or the potential for violence, at work, the following steps should be followed:

1. As with any immediate emergency involving a violent act, fire, or medical incidents, contact 911.
2. All incidents of Workplace Violence, or potential violence should be reported to the Principal, Department Head, or the Human Resources Department immediately. The attached form should be utilized for reporting purposes. When the situation is critical, verbal notification should be made, with follow-up documentation. All reports of workplace violence shall be investigated.
3. Any proposed course of action, or disciplinary action, shall be discussed and reviewed with the Principal or Department Head, and Human Resources Department prior to implementation.

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Retaliation

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, citizens and strangers. Any report of violence or potential violence shall be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.

Violations

- A. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The District may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about co-workers or others.
- B. Actions of law enforcement personnel, which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures, shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of the District or of District property shall not be considered to violate this policy.

Temporary Restraining Orders

- A. The District may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360 when it has reason to believe that:
 - 1. A person knowingly threatens to cause or commits an act that causes:
 - a) Bodily injury to him/herself or to another person,

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- b) Damage to the property of another person, or
 - c) Substantial harm to the physical or mental health or safety of a person;
2. The threat is made or an act committed against the District, any employee of the District while performing employment duties, or against a person present at the District's workplace; and
 3. The threat would cause a reasonable person to fear that the threat will be carried out, or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.

B. Such order of protection against harassment in the workplace may:

1. Enjoin the alleged harasser from contacting the District, an employee of the District while performing his/her duties, and any person while the person is present at the District's workplace;
2. Order the alleged harasser to stay away from the workplace; and
3. Order such other relief as the court deems necessary to protect the District, the workplace of the District, the District's employees while performing their employment duties, and any other persons who are present at the workplace.

See related policies 111 and 427

Reference: NRS 388.125, NRS 388.129, and NRS 388.132

Date Adopted: 06/13/06

Date Revised: