

## Work-Related Threats and Violent Acts

### Safety Contact – Oct. 1, 2013

According to the United States Bureau of Labor Statistics Census of Fatal Occupational Injuries Summary in 2011, violence and other injuries by persons or animals in the workplace was the second leading cause of fatal occupational injuries in 2011. Workplace homicides accounted for 78 percent of those deaths in this category.

All employees have the duty to immediately report real or potential workplace threats or violent acts. Employees are prohibited from bringing weapons onto city property without proper authorization. Employees who use a weapon that is not normally considered to be a weapon to cause threat of bodily harm shall be considered in violation of policy. Below are the City of Tulsa procedures for dealing with work-related threats and violent acts. Please refer to policy 420 titled, "Work-Related Threats and Violent Acts within the City of Tulsa Personnel Policies and Procedures Manual."

### Work-Related Serious Assault Threats

All serious threats of physical harm to a City of Tulsa employee by a person working on behalf of City of Tulsa or by the general public shall be taken seriously. Employees should immediately report these occurrences to their management or Human Resources. Management shall immediately take these actions:

- Obtain written reports of the incident from the victim and witnesses
- File a "threat report" with the Tulsa Police Department
- Give verbal notification to the employee making the threat that a police report has been filed and the employee will be placed on paid administrative leave pending a review of the incident
- Notify the Chief of Police to request an investigation of the incident
- If the threat is reasonably substantiated, take follow-up actions per Policy 420

### Violent Acts

Depending on the severity of the act or situation, the following actions shall be taken immediately as determined necessary:

- Call 9-1-1 and notify City of Tulsa Security at (918) 596-9100
- Notify department Management, Safety, City Medical, Police and Fire Chief's office
- Request an investigation by the Tulsa Police Department
- Department Management shall notify the Mayor's office

### Warning Indicators of Potential Workplace Violence

- Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior
- Numerous conflicts with customers, coworkers, or supervisors
- Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide
- Direct or veiled threats of harm, substance abuse, or extreme changes in normal behaviors

