

## **WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.56:</b>	<b>Violence in the Workplace Prevention</b>
<b>Governing Body Approval:</b>	6/8/18
<b>REVISED:</b>	

**PURPOSE:** The State of Connecticut has adopted through Executive Order No. 6, a statewide zero tolerance policy for workplace violence. Whiting Forensic Hospital (WFH), as part of the Department of Mental Health and Addiction Services (DMHAS) fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

**SCOPE:** All WFH Staff

**POLICY:**

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any WFH worksite any weapon or dangerous instrument as defined in this policy.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a WFH worksite.

- No employee shall cause or threaten to cause death or physical injury to any individual in a WFH worksite.

In addition, WFH prohibits:

- All conduct, either verbal or physical, that is abusive, threatening or intimidating.

*Definitions:*

- *Weapon* - means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a crossbow, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- *Dangerous instrument* - means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury.

**Confiscation of Weapons and Dangerous Instruments**

- Any weapon or dangerous instrument at the worksite will be confiscated by the appropriate law enforcement (DMHAS Public Safety, local and/or State Police) and there is no reasonable expectation of privacy with respect to such items in the workplace.

**WFH Reporting Procedure**

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact the DMHAS Police Dispatch Center at x999. The employee must also contact his/her immediate supervisor or the Human Resources Office.
- **Non-Emergency Situations:** Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.

### **Investigation and Corrective Action**

- DMHAS will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations.
- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from State Service.
- Where the situation warrants, DMHAS will request that the appropriate law enforcement agencies (DMHAS Public Safety, local and/or State Police) become involved in the investigation of the matter, and the DMHAS may seek prosecution of conduct that violates the law.

### **Enforcement of the Policy**

- This policy will be prominently posted for all the WFH employees.