



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 1, 2002	REVISED DATE: September 10, 2012	NO. PAGES: 1 of 2	NUMBER: 1.1.08
SUBJECT: <p style="text-align: center;">VIOLENCE IN THE WORKPLACE</p>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p>			

Substantive changes are italicized

PURPOSE: To provide a workplace free from violence and the influence of violence, outside the normal course of law enforcement activities. The Division of Police supports the language and spirit of the law as it relates to the safety and health of employees and citizens in the workplace.

POLICY: It is the policy of the Division of Police to prohibit any form of workplace violence. This includes the recognition that a place of employment free from the fear of violence is fundamental to the health and well being of both employees and citizens. This policy applies to sworn and non-sworn members of the Division and also to volunteers and interns working with or under the Division’s guidance.

DEFINITIONS:

Workplace Violence: Behavior or conduct consisting of, but not limited to, oral and written threats, harassment, intimidation, physical attack or property damage, either occurring at, or arising from, the employee’s place of work with the city, and occurring outside the normal course of law enforcement activities.

Threat: The expression of a present or future intent to cause physical or psychological harm. An expression constitutes a threat without regard to whether the person communicating has the present ability to do the harm, and without regard to whether the expression is conditional, contingent, or future.

Harassment: Behavior or communication intended to intimidate, menace, or frighten another person.

Intimidation: Behavior or communication intended to coerce or induce fear including, but not limited to, stalking.

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Physical Attack: Unwanted or hostile physical contact including, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Property Damage: Behavior or conduct that contribute to the destruction of, or damage to, private or city-owned property.

PROCEDURES:

- I.** The Division of Police shall use Division rules and regulations, the Sexual Harassment policy, and Civil Service rules and regulations to secure the workplace from violence and to protect employees from its effects. Persons engaged in workplace violence may also be personally subject to other civil or criminal liabilities.
- II.** *Members shall report workplace violence within 24 hours of occurrence or notification of the occurrence. However, the failure to make such a report within 24 hours does not negate the requirement of a proper investigation and response. This applies to all Division employees.*
- III.** *Supervisors receiving a complaint of violence in the workplace shall direct the complainant to complete a Form-1 regarding the complaint.*
- IV.** *The complainant shall forward the original Form-1 directly to the Director of Public Safety, with a copy provided to the supervisor for forwarding through the chain of command.*
- V.** *Supervisors shall ensure that the Form-1 is forwarded through the chain of command and that any required RMS reports are completed.*
- VI.** *Even though the Division of Police is not the investigative body in this instance, supervisors shall take action whenever and however appropriate to immediately address the complaint.*
- VII.** *The Division shall notify the complainant of the actions being taken and that the Department of Human Resources will conduct the investigation.*
- VIII.** *When the investigation is complete, the Department of Human Resources will notify the Director of Public Safety, Police Chief, and the complainant of the results.*