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Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177
Homer Fire Department: 607-749-3121

Village of Homer

WORKPLACE VIOLENCE PREVENTION POLICY/PROGRAM

Policy Statement: The Village of Homer is committed to promoting a safe and secure work environment for all its employees and volunteers. All Village of Homer employees and volunteers are expected to maintain a work environment free from violence, threats of harassment, intimidation, bullying or coercion. The purpose of this policy is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Workplace violence is defined by the New York State Department of Labor, as any physical assault, threatening behavior, or verbal abuse occurring where the public employee performs any work-related duty in the course of his or her employment.

Such actions include but are not limited to:

- Causing physical injury to another person.
- Making threatening remarks, statements or expressions of intention to hurt, destroy, or punish.
- Aggressive or hostile behavior creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally and wrongfully damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Therefore, except as may be required as a condition of employment and/or as tools required for the performance of job duties:

- No employee shall bring into any work site any weapon or other dangerous instrument that might reasonably be used as a weapon.
- No employee shall use, attempt to use, or threaten to use any weapon or dangerous instrument in a work site.
- No employee shall cause or threaten to cause physical injury to any individual or intentionally cause damage to property in a work site.
- No employee shall make threatening or bullying* remarks towards another person.

* Workplace Bullying is defined by the Workplace Bullying Institute as:
Repeated, health-harming mistreatment of one or more persons (targets) by one or more perpetrators that consists of one or more of the following:

- Verbal abuse; “verbal abuse” is a broad term that encompasses a wide array of actions. Affected individuals perceive verbal abuse differently. The effects are not the same for everyone and they are relative to the victim. By nature, verbal abuse is subject to personal interpretation and is difficult to neatly define. “Workplace Violence Prevention – CSEA.”
- Accusatory, threatening, humiliating or offensive behavior or actions.
- Work interference – sabotage which prevents work from getting done.

Bullying at work means harassing, offending, socially excluding someone, or negatively affecting someone’s work tasks. It usually occurs repeatedly and regularly over a period of time.

While bullying, yelling, tantrums, cursing at someone, sabotage, insults, intimidation, backstabbing, belittling, “icing,” one upping, finger pointing, humiliation, offensive actions and the like are not illegal acts, they are not acceptable behaviors.

Types of Workplace Violence

1. Criminal intent – violent acts carried out for the purpose of committing a crime, like burglary.
2. Customer or client – violence directed at employees or volunteers by customers or clients.
3. Personal – violence committed by an individual who does not work at the business but has a personal relationship with an employee or volunteer.
4. Co-worker – violence committed against employees by current or former employees or volunteers.

Scope of Policy

All Village of Homer employees, volunteers, vendors, contractors, consultants, and others who do business with the Village of Homer, whether in a Village of Homer facility or where official Village of Homer business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the Village of Homer, such as former employees, volunteers, and visitors. When employees or volunteers have complaints about other employees or volunteers, they should contact their immediate supervisor. If the complaint involves their immediate supervisor, they should contact their department head. If supervisor and/or department head is unavailable the complaint should be routed to the Personnel Administrator, Village Clerk, or Mayor.

The Village of Homer prohibits workplace violence. Complaints involving workplace violence will be given the serious attention they deserve. Individuals who violate this policy may be removed from the Village of Homer property and employees and/or volunteers may be subject to disciplinary action up to and including termination, consistent with Village of Homer policies, and/or referral to law enforcement authorities for criminal prosecution. The Village of Homer at the request of an employee or volunteer, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or volunteer on the Village of Homer property unless necessary to transact Village of Homer related business. This policy particularly applies in cases where the employee or a volunteer suspect that an act of violence will result from an encounter with said individual(s).

Responsibilities

The Village of Homer establish a Risk Assessment Team, Workplace Violence Advisory Team, and a Workplace Violence Committee. The Risk Assessment Team will be comprised of the Personnel Administrator and the Village Clerk with participation of authorized employee representatives. This team will be responsible for evaluating all worksites and continually monitoring them for potential workplace violence hazards. See Appendix A for a listing of Village of Homer worksites' identified risks and control factors.

The Workplace Violence Advisory Team will be comprised of the Personnel Administrator, Mayor and one Designated Trustee. The Workplace Violence Advisory Team will make changes to the policy/program as appropriate and be responsible for investigating reports of workplace violence incidents. Policy/program changes will be provided to the employees.

The Workplace Violence Committee includes members of the workplace Violence Advisory Team, Risk Assessment Team, authorized management and authorized employee.

Identified Risk Factors

The following factors have been identified as potentially placing employees at risk:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a location with uncontrolled access to the public
- Working in areas of isolation and/or known security problems
- Working with clients or persons with a known history of violent behavior or behavior disorders

Prevention Control Measures

The following control measures have been put in place to eliminate or reduce the risk of workplace violence. These control measures may be amended from time to time as a result of continuing risk assessments. Each risk area has been evaluated and addressed according to the following:

- Engineering controls which eliminate or reduce the hazard through substitution or design of the physical environment
- Administrative or work practice controls which eliminate or reduce the hazard by changing Village of Homer policies or procedures
- Personal protective equipment which reduces the hazard through safety devices for the individual.

Reporting of Incidents

It is the responsibility of all employees and volunteers to report threatening behavior to their supervisor or department head immediately; if the supervisor and/or department head is unavailable the report should be made to the Personnel Administrator, Village Clerk, or Mayor. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by

any Village of Homer employee or volunteer. Workplace violence should promptly be reported using the Workplace Violence Incident Report form at the end of this policy. Additionally, Village of Homer employees and volunteers are encouraged to report behavior that they reasonably believe poses potential for workplace violence.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately. All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency. Employees or volunteers who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to law enforcement authorities as appropriate.

Administrative Procedures for Incident Reporting

1. The supervisor or department head to whom the employee or volunteer reports the threat will review the threat with that employee or volunteer and with any other appropriate staff.
2. The supervisor or department head will notify all appropriate personnel, including law enforcement, if necessary.
3. The supervisor or department head will complete the Workplace Violence Incident Report and forward it to the Personnel Administrator who will convene the Workplace Violence Advisory Team.

Incident Assessment

The assessment of the threat is an evaluation of the threat itself and of the threatener. Together, these evaluations can help lead to an informed judgment on whether someone who has made a threat is likely to carry it out – a determination that is described as differentiating between when someone is making a threat versus posing a threat. Someone posing a threat, is defined as someone who is engaging in inappropriate behavior, verbal or nonverbal communication, or expression that would lead to the reasonable belief that an act has occurred or may occur which may lead to physical and/or psychological harm to the threatened, to others, or property.

Timeliness of Reporting

It is the policy of the Village of Homer to investigate reports of workplace violence in a reasonable time period. Because there are limits to Village of Homer's ability to provide effective safeguards, primary responsibility for protecting against harm must remain with the threatened employee or volunteer through the exercise of vigilance, common sense and his/her rights to police protection as a citizen. Nothing in this procedure limits the threatened employee from exercising his/her legal rights to make additional arrangements for protections which do not impede his/her ability to perform his/her work duties.

Review

The Workplace Violence Incident reports will be maintained by the Personnel Administrator for use in the annual program review and updates with the Village of Homer's Workplace Violence Committee. The Workplace Violence Committee, which includes authorized employee

representatives, shall conduct a review of the Workplace Violence Incident Reports at least annually to identify trends

in the types of incidents in the workplace and review the effectiveness of mitigating actions taken.

Confidentiality

The Village of Homer shall maintain the confidentiality of investigations into workplace violence to the fullest extent possible. The Village of Homer will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and wellbeing of Village of Homer employees and volunteers would best be served by such action

Employee Assistance Program (EAP)

The Village of Homer shall maintain an employee assistance program for all employees and volunteer firefighters/Ems personnel to utilize for counseling purposes. Victims of workplace violence are offered and encouraged to use this program and may access it by contacting the Personnel Administrator.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination.

Education

The Village of Homer is responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The Village of Homer Personnel Administrator, department heads and supervisors are responsible for assisting in identifying available training opportunities, as well as other resources and tools, (such as reference materials detailing workplace violence warning signs) that are incorporated into Village of Homer prevention materials for dissemination to Village of Homer employees and volunteers. Training topics will include the following:

- Requirements of the Workplace Violence regulation
- Details of the risk factors identified in the risk assessment
- How employees and volunteers can protect themselves, report threats and incidents
- Description and details of the Village of Homer's written Workplace Violence Prevention Program
- Training in dealing with potentially violent clients, coworkers, etc.
- Where to obtain a copy of the Village of Homer's Workplace Violence Prevention Policy/Program

All Village of Homer employees and volunteer firefighters and Ems personnel will receive workplace violence training during their new employee orientation and annually thereafter. It is the responsibility of the Personnel Administrator and department heads to ensure that all employees receive this training.

Firearms & Weapons

Firearms and weapons of any kind are prohibited while on Village of Homer property; in Village of Homer-owned, leased, rental or personal vehicles while conducting Village of Homer business; at work sites, constituent locations, or any other location during working hours or while representing the Village of Homer. Exceptions are granted for those who are required to carry firearms or weapons in accordance with their job responsibilities and/or for anyone who, with proper licensing, has received the required approval to carry a firearm or weapon due to an extreme circumstance.

In order to obtain approval to be considered an exception, petitioner must provide proof of appropriate licensing and complete an *Application to Carry a Firearm/Weapon on Village of Homer*, except for those employees required to carry firearms or weapons in accordance with their job responsibilities.

If you see someone on/in Village of Homer property and you suspect they are carrying a firearm or weapon, you should report it to the Village of Homer Police Chief, or in charge officer, for immediate investigation.

Any staff member or volunteer found to be carrying a firearm/weapon on/in Village of Homer property without the required approval shall be subject to disciplinary action ranging from a verbal warning up to and including termination and/or legal action. Any client or visitor found to be carrying a firearm/weapon on/in Village of Homer property without the required approval may be asked to leave the property; repeated violations may result in further legal action.

Bomb Threat Protocol

In the event an employee or volunteer receives notice, by telephone or otherwise, of a bomb threat, the employee or volunteer shall immediately call 911 and notify their department head and/or supervisor.

Questions regarding the policy/program should be directed to the Personnel Administrator at 607-749-3322.

APPENDIX A
IDENTIFIED RISK FACTORS and CONTROL MEASURES FOR VILLAGE
OF HOMER WORKSITES

VILLAGE Office Building – All Departments (Clerk/Treasurer, Mayor, Trustees, Codes, Historian, and Recreation)

Identified Risk Factors	Control Measures
General public/client safety concerns; uncontrolled access during the day	Video camera surveillance inside and outside the building and by entrances is being reviewed.

Village of Homer Office Building – Treasurer’s Office

Identified Risk Factors	Control Measures
Money Handling	Separated from public reception area by a counter. Money secured in safe and fireproof locking cabinets.

Village of Homer Building –Codes, Mayor, Historian and Recreation

Identified Risk Factors	Control Measures
Employees perform home visits to unknown clients.	Separate offices with locked doors. Filing cabinets are locked to prevent unauthorized access.

Village of Homer – Department of Public Works

Identified Risk Factors	Control Measures
General public/client safety concerns and unauthorized access.	Cameras are located at DPW site. Additional cameras are being reviewed for Compost Site and one on back of building 2. Buildings are locked to prevent unauthorized access. Fences are locked when the buildings are closed preventing access to mechanic's building and compost site. Signs direct people as to where to go- (lawn waste, brush, dirt, etc.).

Village of Homer – Water and Sewer Department

Identified Risk Factors	Control Measures
General public/client safety concerns and unauthorized access	Buildings are locked when not in use. Cameras are located at site.
Water Tanks- unauthorized access	Water pumps are locked and fenced in. Monitoring System reviews usage for issues.
Water Pumps- unauthorized access	Water pumps are locked and fenced in. Monitoring System reviews usage for issues.

Village of Homer- Police Building

Identified Risk Factors	Control Measures
Uncontrolled access during the day.	Cameras outside building.
Irate/unstable clients	Training in de-escalation techniques (Police Officers)

Village of Homer- Fire Department

Identified Risk Factors	Control Measures
Uncontrolled access during the day.	Cameras are located on building.

