
WORKPLACE VIOLENCE PREVENTION PROGRAM

POLICY

It is the policy of the California Department of Child Support Services (DCSS) to provide all employees and members of the public with a safe and healthful work environment. DCSS maintains a zero tolerance for acts of violence, threats, intimidation and harassment in the workplace or affecting the work situation. This policy applies to both verbal and physical behavior.

All employees are expected to adhere to a standard of conduct that is respectful and courteous to other employees in the work environment or at any other time where employees are performing their duties as state employees. If an employee performs an act of violence, threatens, intimidates or harasses others, he or she will be subject to disciplinary action up to and including dismissal.

Pursuant to this policy, no employee or non-employee, other than a duly sworn peace officer, may possess a weapon on DCSS occupied properties or off-site sanctioned functions. Any person who brings or possesses a weapon is guilty of a public offense punishable by imprisonment in a county jail or state prison for up to one year.

AUTHORITY

California Labor Code Section 6400 and 6401
California Government Code Section 19572
California Penal Code Section 71
California Penal Code Section 171(b)

APPLICABILITY

This policy is applicable to all employees of DCSS including those employed in part-time, intermittent, limited-term and non-testing classifications, which includes contracted student assistants and personal services contractors.

DEFINITIONS

Act of Violence - An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.

Threat - A "credible threat of violence" is defined as, "a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no immediate legitimate purpose."

Harassment - The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.

Intimidate - To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.

State Workplace - A state workplace shall be anywhere a state employee is conducting authorized state business, or en-route to and from (excluding normal commute) a location where state business is, will be, or has been, conducted.

Weapons - Any firearm, any knife with a blade length in excess of four inches, tear gas or stun gun and any explosive devices.

GENERAL INFORMATION

Acts of violence, threats, intimidation and harassment are prohibited because they are not conducive to a safe and healthful work environment and can be precursors to workplace violence. Ignoring an employee who exhibits these behaviors sends a message that such behaviors are acceptable in the workplace. If left unaddressed, the behaviors are likely to continue and may even escalate. It is critical to identify and report these behaviors immediately and take appropriate action.

Report all acts of violence, threats, intimidation and harassment immediately to your supervisor, manager or the Health and Safety Officer at (916) 464-5200. Dial 9+911 if there is a conflict or emergency situation. If the Fire Department or the California Highway Patrol has been dispatched, report the incident to (916) 464-3243.

RESPONSIBILITIES

Roles	Responsibility
All DCSS Employees	<ul style="list-style-type: none">• Observe and comply with DCSS Workplace Violence Prevention Policy.• Notify a supervisor, a manager or the Health and Safety Officer of any potential violations to this policy.
Supervisor/Manager	<ul style="list-style-type: none">• Ensures all employees are aware of the DCSS Workplace Violence Prevention Policy.• Consults with and seeks assistance from DCSS Health and Safety Officer with issues/concerns regarding alleged violations of this policy.• Ensures compliance with the provisions of the policy, including taking disciplinary action against employees who violate this policy.

Roles	Responsibility
Health and Safety Officer	<ul style="list-style-type: none">• Works cooperatively with all DCSS employees to ensure a safe and healthful work environment.• Works with employees, supervisors and managers to resolve issues and concerns including incident investigations.• Provides information/training to employees about workplace violence prevention.

EFFECTIVE DATE

This policy is to remain in effect until rescinded by an executive level office, i.e. Department Director or designee. For questions regarding updates and/or revisions to this policy, please contact the Policy and Procedures Unit at 464-3873.

ADDITIONAL INFORMATION

State employees interested in workplace violence prevention can access information from the following resources:

Cal/OSHA

http://www.dir.ca.gov/DOSH/dosh_publications/worksecurity.html

NIOSH

<http://www.cdc.gov/niosh/violcont.html>.

Any questions regarding interpretation or implementation of this policy shall be referred to the Health and Safety Unit Manager at (916) 464-5200.