



OREGON YOUTH AUTHORITY

Policy Statement

Part 0 – Mission, Values, Principles



Subject

Violence-free Workplace

Section – Policy Number:
0-5.0

Supersedes:
I-C-7.2 (06/03)

Effective Date:
12/15/06

Date of Last Review/Revision:
None

Related Standards and References:

- [ORS 278.120 \(Claims management\)](#)
- Department of Administrative Services, Human Resource Services Division (DAS-HRSD): 50.010.01 ([Harassment-Free Workplace](#)); 50.010.02 ([Violence-Free Workplace](#))
- OR-OSHA Training: ([Training, Violence in the Workplace](#)) *Creating a Workplace Violence-Prevention Program*
- OYA policy: [0-2.0](#) (Principles of Conduct)
[0-3.0](#) (Harassment Free Work Place)
[0-3.1](#) (Equal Opportunity and Affirmative Action)
[0-5.0](#) (Firearms in the Workplace)
[I-C-7.0](#) (Safety Program)
[I-C-7.1](#) (Emergency Situations in Offices)
[II-B-1.1](#) (Use of Physical Intervention and/or Restraints in Facilities)
[II-B-1.2](#) (Use of Isolation in Facilities)
- OYA forms: [YA 8300](#) (Incident/Accident/Hazard Report)

Related Procedures:

- None

Interpretation: Employee Services

Approved:

Robert S. Jester, Director

I. PURPOSE:

This policy provides guidelines for OYA staff in responding to violent or potentially violent behavior in the workplace by people other than offenders. Specifically, this policy addresses interactions between supervisor/managers and staff; staff and other staff; and staff and non-staff.

II. POLICY DEFINITIONS:

Workplace violence: Workplace violence includes, but is not limited to, any threat, intimidation, or other disruptive behavior that frightens staff. It includes any form of treatment or behavior which, to a reasonable person, is hostile, abusive or offensive and is perceived as intent to cause physical or psychological harm or damage to property, including:

- oral or written statements, gestures, or expressions that communicate a direct or indirect threat;
- threatening or disruptive behavior; or
- behavior in any form that may lead to immediate danger of physical and/or emotional harm of individuals.

III. POLICY:

The OYA is committed to providing an emotionally safe, respectful environment free of intimidation, hostility, harassment, humiliation, isolation and other disruptive behaviors. Such protection applies to all persons who work at or visit facilities or offices, including staff, offenders, volunteers, visitors, and service providers.

Staff are responsible for maintaining a safe and healthful work environment. Preventing violence takes good observation skills, awareness of the environment, willingness to report and interest in the safe functioning of the workplace.

The OYA recognizes that staff who work directly with offenders are routinely exposed to the risk of threatening or violent behavior. While violence of any type is not tolerated within the OYA, staff response to situations involving offenders will be handled according to OYA policy and local procedure that defines appropriate action in those situations.

IV. GENERAL STANDARDS:

- A. The OYA will respond to all workplace violence.
 1. This policy applies to the interactions involving the following persons:
 - a) Supervisor/Managers and staff;
 - b) Staff and other staff; and
 - c) Staff and non-staff.
 2. When workplace violence involving offenders occurs, staff will refer to policy and local procedure that define appropriate actions in those situations.

3. Staff who participate in or retaliate against a person who reports workplace violence are subject to discipline up to and including dismissal.
- B. Under no circumstance is any type of firearm, weapon, ammunition, or destructive device to be brought into a facility. Law enforcement personnel will be notified that weapons will be secured outside the perimeter of a facility or with security staff.
- C. Staff who obtain a protective or restraining order that lists OYA locations as protected areas must provide a copy of the order to the Employee Services Manager.
1. In the event both parties listed in the restraining order are staff, the OYA will expect staff to comply with the order during the workday.
 2. To the extent possible, the OYA will maintain confidentiality with respect to the privacy of the reporting staff.
- D. Immediate threat

Immediate threat situations are those in which staff observe any form of behavior that may lead to immediate danger of physical and/or emotional harm. In those situations, staff will:

1. Assess the situation to determine whether it is safe to enlist the support of other persons on site or by calling 911;

When possible and without increased risk to persons, contact law enforcement (dial 911) if firearms or other weapons are present.
2. Remain calm and employ nonphysical skills to de-escalate aggressive behavior;
 - a) Staff should attempt to remove him or herself from the situation, or isolate the violent person, if doing so would not increase risk.
 - b) Staff will not take any action that will risk his/her own safety or the safety of other individuals. This is not meant to prohibit a person from using physical force for self-defense or to defend a third person if necessary.
 - c) No attempt should ever be made to restrain or forcibly evict an angry or armed person from the premises.
 - d) When it is safe to do so, notify others in the area of the situation so they might avoid the immediate area.

3. Refer to the worksite emergency plan for specific procedures relevant to that location.

E. Incident debrief

After the incident, the Supervisor/Manager will obtain a written statement, Incident/Accident/Hazard Report (YA 8300), from all persons who were involved in or witnessed the incident and conduct an incident debrief.

1. The OYA may request a critical incident stress debriefing. This may involve the Employee Assistance Program (EAP) provider.
2. The debrief information will also be used to identify corrective action to prevent or better respond to future similar events.

F. Perceived threat

1. Any person who makes threats, exhibits threatening behavior, or engages in other disruptive behavior may be removed from OYA premises as quickly as safety permits and may be required to remain off the premises pending the outcome of any review.
2. When an allegation of threatening behavior is made, the OYA will immediately investigate or request an investigation by the appropriate authority.
3. A review of the charges will be conducted for the protection of staff or individuals involved and the OYA.
4. The OYA will not tolerate any retaliation toward a staff who has reported threatening behavior or is cooperating in such an investigation.
5. Any individual who observes or believes he/she has been subjected to any kind of disruptive behavior or conduct, or has witnessed or received information of such conduct will submit a written notice to his/her Supervisor/Manager, any Supervisor/Manager, or Employee Services that includes:
 - a) An explanation of the situation;
 - b) Identification of persons involved;
 - c) The date the action(s) occurred; and
 - d) The relief requested.
6. The Supervisor/Manager or Employee Services will review the alleged incident(s) and respond to the staff with written confirmation of the review. If the review substantiates the incident, appropriate action will be initiated.

G. Preventative measures

1. The OYA will post a copy of this policy in locations visible to staff and visitors.
2. Employee Services will provide an overview of this policy during New Employee Orientation.
3. The OYA will respond to any workplace violence vulnerability or hazards identified by OR-OSHA during its routine inspections.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO