



TOWN OF ATLANTIC BEACH

125 WEST FORT MACON ROAD
ATLANTIC BEACH, NORTH CAROLINA

SUBJECT: Workplace Security

PURPOSE: To establish guidelines/measures aimed at preventing/minimizing workplace violence

The Town of Atlantic Beach is committed to providing a workplace that is safe, secure, and free from threats or acts of violence. Although some violent acts result from societal problems beyond our control, measures can be adopted to increase protection for employees and the visiting public to provide a secure work place.

In keeping with this commitment, except as authorized for law enforcement personnel, the Town prohibits any employee from threatening or committing any act of violence in the workplace, whether on duty or off duty, while on Town related business, or while operating any vehicle or equipment owned by the Town. The Town also prohibits possession by employees of weapons such as firearms and knives (other than pocket knives or knives commonly used as tools necessary to the performance of that employee's duties) on Town premises or while on duty. Violation of this policy may result in the appropriate disciplinary action up to and including termination.

Department Heads have the responsibility to inform all their employees that the Town has adopted a zero-tolerance policy regarding workplace violence and the possession of weapons such as firearms and knives (other than pocket knives commonly used as tools necessary to the performance of that employee's duties) on Town premises or while on duty. Moreover, it is the Department Heads' responsibility to ensure that this policy is followed. Each has an obligation to refrain from any activity that might lead to a violation of the policy as well as to report actions which they observe to the Town Manager if there appears to be a violation of the policy.

Immediate supervisors are to enforce the provisions of this policy by taking prompt action to investigate any observed or reported violations. In the event that a workplace violence situation is observed in progress, they are to take the steps necessary to resolve the situation if that action can be taken in a safe manner and report the situation to the Department Head, and, if deemed appropriate at the time, to the Police Department.

As soon as possible after the incident has been resolved, a report detailing the incident and any follow-up investigation which has been initiated must be filed with the Department Head.

All employees are to refrain from carrying weapons such as firearms or knives (other than pocket knives or knives commonly used as tools necessary to the performance of that employee's duties) on Town premises or while on duty. If such weapons are in a private vehicle driven to work by an employee, they must be locked up or otherwise secure them in a manner as to be unavailable to any employee or person.

While on duty or on Town premises, employees are not to threaten any other employee or member of the general public, or otherwise cause any other employee or member of the general public to feel threatened, either verbally or physically.

Employees are to immediately report any observed actions by any employee or member of the public, which are in violation of this policy to their immediate supervisor for his/her further action. If no supervisor is available and immediate action is necessary to protect life or property, notify the Police Department for assistance.

All Town personnel are responsible for notifying the Manager of any threats, which they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, Town personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on Town property, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened, or were the focus of the threatening behavior. If the Manager is not available, they should report the threat to their supervisor or Department Head.

EFFECTIVE: IMMEDIATELY DATE: SEPTEMBER 21, 1998



Edward L. Sealover
Town Manager