

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

# POLICY

Title: Workplace Violence

Number: LCC-74

**Cancels:**

-LCC-74 dated 10/03/06  
-Policies and Practices  
Employee Manual -  
Section 5 -  
Workplace Violence  
approved Sept 7, 1999

Approved: 11/21/06

### **I. OBJECTIVE**

The Board of County Commissioners is committed to protecting County employees, volunteers, and members of the public, and minimizing the risk of violence in the workplace. The purpose of this policy is to maintain a workplace that is free from violence and to prevent the potential presence of violence.

### **II. REFERENCES & DEFINITIONS**

- A. Florida Statute: Weapons and Firearms, Chapter 790.001 - Definitions
- B. Weapons: For the purpose of this policy, "weapons" include all firearms, ammunition, knives and cutting utensils, clubs, brass knuckles, explosives or destructive devices, chemical weapons and devices, stun guns, or other objects that may be considered weapons as defined in section 790.001 of the Florida Statutes.
- C. Applicability: This policy is applicable to all employees under the Board of County Commissioners.

### **III. DIRECTIVES**

- A. The County prohibits any physical or non-physical act that results in threatened or actual harm to a person or threatened or actual damage to property. It includes any threatening words or actions whether verbal or non-verbal, which creates in the mind of any reasonable person the belief of receiving immediate or future harm to any person or property.
- B. The County prohibits the possession of weapons on County premises or properties, including housing/carrying a weapon in a private vehicle parked on County owned or leased property.

- C. The sole exception to possession of a weapon shall be where the use of a weapon is a necessary and approved requirement of the employee's job.
- D. An employee who becomes aware of a display or potentially violent situation shall report such behavior to their immediate Supervisor, Employee Services Director, any Department Director, County Manager, or Deputy County Manager. The Office of Employee Services shall notify the County Manager of all reports under this section unless the report involves the County Manager. Employees have a "duty to warn" their Supervisors, Employee Services Director, Department Directors, County Manager, or Deputy County Manager of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers or visitors. To the extent possible, such reports will be handled confidentially.
- E. An employee will not be penalized in any way for making a report in good faith under this policy. Please do not assume the County is aware of any employee violence problems. Immediately bring all complaints and concerns to the County's attention so it can be addressed.
- F. An employee will be subject to corrective action, up to and including termination, for violation of this policy.
- G. An employee who makes an intentional false allegation or report under this policy will be subject to corrective action up to and including termination.

The County Manager shall establish procedures to implement this policy.

#### **IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

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Welton G. Cadwell, Vice Chair  
Board of County Commissioners  
Lake County