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Town of Duanesburg

Schenectady County

Town of Duanesburg Workplace Violence Prevention and Incident Reporting Policy Statement.

The Town of Duanesburg (the town) is committed to the safety and security of our employees as well as those who visit our facilities to conduct business.

It is the intent of the Town to achieve this goal of a high level of safety through the attached Workplace Violence Prevention Policy & Incident Reporting document.

The Town incorporated employee participation in the process of developing the Workplace Violence Prevention and Incident Reporting Policy as it was important the policy be tailored to the Town's specific needs. There are less than 20 full time employees for the entire town with four working at the Highway Department. The Employee Representative for those at Town Hall is Tracy Rabideau and for the Highway Department the Representative is Steve Ash.

The Town has various facilities including Town parks, Waste Water Treatment Plants, and the Highway Department. It is necessary for some employees to work in these areas removed from the actual Town Hall or after "regular" business hours. There is little the Town can do to alleviate this situation but generally the Highway Department employees work in "twos" as do the Waste Water Treatment Plant employees. They also have cell phones available to them either personally or through the town. For those who may encounter a problem at Town Hall there is a panic button system that when utilized summons the State Troopers immediately. Refer to the Workplace Violence Prevention and Incident Reporting Policy to determine the procedure best suited to the facility.

The Workplace Violence Prevention and Incident Reporting Policy applies to ALL employees, appointed or elected. The policy clearly states the procedure should an emergency arise. It also states who an employee should report to if it is a non-emergency situation.

It is important to study the attached Workplace Violence Prevention Policy and Incident Reporting Document and strictly adhere to the contents.

Town of Duanesburg Workplace Violence Prevention Policy & Incident Reporting

§1. Purpose.

The Town of Duanesburg (the "Town") is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to the Town's staff and visitors. The goal of this policy is to promote the safety and well-being of all people in the Town's workplace. It is the further intent of this policy to ensure that everyone associated with the Town, including employees and visitors, never feel threatened by the actions or conduct of any employee or visitor. All Town employees are responsible for helping to create an environment of mutual respect for each other as well as for visitors, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment. In an effort to fulfill this commitment to a safe work environment for Town employees and visitors, this policy has been created.

§2. Compliance with New York State Labor Law.

This policy is designed to meet the requirements of New York State Labor Law §27-b and highlights some of the elements that are found within the Town's Workplace Violence Prevention Program. The process involved in complying with this law included:

- A. A workplace evaluation that was designed to identify the workplace violence hazards to which Town employees could be exposed;
- B. Establishing a committee made up of management and authorized employee representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations;
- C. Establishing training programs for all Town employees. All Town employees will receive training as part of their new employee orientation training.

§3. Prohibited Conduct.

A. The Town will not tolerate any type of workplace violence committed by or against any Town employees or Town officials. Town employees and Town officials are prohibited from making or encouraging threats or engaging in violent activities.

B. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- 1) Causing physical injury to another person;
- 2) Making overt or veiled threatening remarks;
- 3) Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress or intimidation.
- 4) Intentionally damaging or threatening to damage Town property or property of Town employee or visitor; or
- 5) Possession of a weapon or facsimile thereof while on Town property or while on

Town business.

§4. Reporting Procedure.

All Town personnel are responsible for providing notification of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received as follows:

A. Emergencies

1) A situation is considered an emergency if:

- a. An injury has occurred; or
- b. There is an immediate threat of physical harm or injury.

2) Procedure

- a. The Town employee should consider his or her personal safety first;
- b. The Town employee should immediately call 911 or press panic button; and
- c. The Town employee should promptly notify his or her department head of such situation.

B. Non-emergencies

1) A situation is considered a non-emergency if:

- a. No injury has occurred;
- b. There is no immediate danger; but
- c. The words or gestures of one person have induced fear of physical harm in another person.

2) Procedure

- a. The Town employee should promptly inform his or her department head of such situation; or
- b. If the Town employee feels uncomfortable reporting such a situation to his or her department head or feels that it had not been adequately addressed, such situation should be reported to the Town Supervisor or the Town Personnel Administrator.

§5. Investigation.

All reported threats, threatening behavior, or acts of violence against Town employees, visitors, guests, or other individuals by anyone on Town property will be thoroughly investigated and

appropriate action will be taken, including summoning criminal justice authorities when warranted. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. Should the Town determine it necessary to interview the employee alleged to be committing the prohibited conduct where the employee is a member of a union recognized by the Town, the employee shall be notified of his or her right to be accompanied by a union representative at such interview.

§6. No Retaliation.

The Town, as the employer, will not retaliate against any employee who has, in good faith: (i) reported an alleged serious violation; (ii) requested an inspection by the Department of Labor; or (iii) accompanied the Department of Labor officials during an inspection. On the contrary, the Town shall take appropriate disciplinary action against any employee who has not acted in good faith or whose actions are in retaliatory in nature.

§7. Risk Reduction Measures.

While Town employees or Town officials are not expected to be specifically skilled at identifying potentially dangerous persons, Town employees are expected to exercise good judgment and to inform his or her department head, the Town Supervisor or the Town's Personnel Administrator if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Examples of such behavior include:

- A. Discussing weapons or bringing them to the workplace;
- B. Displaying overt signs of extreme stress, resentment, hostility or anger;
- C. Making threatening remarks;
- D. Sudden or significant deterioration of performance; or
- E. Displaying irrational or inappropriate behavior.

§8. Police and Other Authorized Officials.

The prohibition of possessing a weapon on Town Property or on Town business shall not apply to any authorized peace officer or police officer, as defined by New York State Criminal Procedure Law, or any authorized official of the County, State or Federal government in carrying out his or her official duties.

§9. Enforcement; penalties for offenses.

Any employee or Town official determined to have engaged in threats, threatening conduct, or any other acts of aggression or violence in the workplace will be subject to disciplinary action, as well as potential prosecution. Non-employees of the Town engaged in such violent acts on the Town's premises or against Town employees or Town officials will be reported to the proper authorities.

Town of Duaneburg
Incident Reporting
For Record:

Your Name: _____

Supervisor's Name: _____

INCIDENT DESCRIPTION

What happened? Time: _____ Date: _____ Location: _____

Injury involved? _____

Who was involved? _____

Who was notified? _____

Employee Signature: _____

Supervisor Signature: _____