

## Workplace Violence and Weapons Prohibition

### I. Purpose

To prohibit weapons or the verbal threat of the use of weapons, intimidation or violence, in the workplace to minimize risk of injury or harm resulting from violence to City of Lynnwood employees, property or in City activities. This policy does not apply to: law enforcement personnel; any official security personnel engaged in official duties, who are named as security personnel by the City; or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties.

### II. Policy

A. City employees, other than those exempted above, shall not possess firearms or any other dangerous weapons of any type in the workplace, City vehicles or facilities owned and/or managed by the City of Lynnwood. This prohibition applies even though an individual may be licensed in his/her private capacity to carry a concealed weapon. In addition, any other related object carried for the purpose to injure or intimidate others is not permitted in the workplace, City vehicles, or City facilities unless otherwise authorized by the Mayor.

B. Firearms or other dangerous weapons shall include, at a minimum:

Pistols, revolvers, shotguns, rifles, and the like  
Dangerous knives (defined below) not necessary in the performance of work duties  
Explosive devices of any kind  
Sling shots, nunchaku sticks, and the like  
Clubs, sand clubs, throwing stars, and the like  
Metal knuckles  
Air guns, pellet guns, blow guns  
Dirks, daggers, and similar knives fitted for stabbing  
Any replica or other item that simulates any of the above items

C. Workplace Defined: "Workplace" means City Hall, North Administration Building, Recreation Center, Justice Center, Library, Treatment Plant, City Shops, Fire Stations, and any other City administrative or operation offices, spaces, or facilities. It also includes City vehicles.

- D. Firearm defined: A "firearm" is any device designed to expel a projectile by means of an explosion and subsequent expanding gases.
- E. Dangerous Knife Defined: "Dangerous knife" means any fixed-blade knife as defined by LMC 10.52.020 or any knife, regardless of its type, having a blade length of greater than 3 inches measured from the point where the knife blade meets the knife handle to the tip. "Dangerous knife" also includes any Balisong knife or switchblade knife as defined by LMC 10.52.050.
- F. City employees are prohibited from engaging in any violent behavior towards others, with the exception of law enforcement officers who are acting in an official capacity. Any physical, verbal or visual act (with or without a weapon) that threatens, attempts to intimidate, creates fear, or has the purpose of unreasonably interfering with an individual's work performance, creates an intimidating, hostile or offensive work environment is prohibited. This includes aggressive or hostile behavior, intentionally damaging property, committing acts motivated by, or related to, workplace harassment or domestic violence.

Non-exclusive examples of conduct which is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Acting aggressively or hostilely, creating reasonable fear of injury for another person or subjecting another individual to emotional distress;
- Damaging employer or employee property;
- Possessing a firearm or dangerous weapon while on City property or while on City business;
- Committing hostile acts motivated by, or related to, workplace harassment or domestic violence;
- Conducting harassing surveillance, i.e. stalking;
- Threatening weapons or bringing them to the workplace,
- Displaying overt signs of extreme stress, resentment, hostility or anger,
- Making threatening remarks,
- Displaying irrational or inappropriate behavior.

### III. Procedures

- A. Employees will report any threat or behavior as outlined in section IIF above. Any employee who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to his/her supervisor, Department Director, or the Human Resources Department.

- B. Supervisors, Department Directors, or the Human Resources Department will immediately take corrective action to resolve any violent behavior situation. This includes, but is not limited to, summoning police officers or calling 911.
- C. The Human Resources Department will assist supervisors, managers and Department Directors in investigating and preparing documentation for action surrounding an incident of violent behavior. In some cases, a referral to the employee assistance program may also be appropriate.
- D. Incidents that constitute criminal acts will be referred to the Lynnwood Police Department.
- E. Disciplinary action may be taken, up to and including termination, for violations of this policy.
- F. In no case shall any employee or private person who reports threats or acts of violence be retaliated against through disciplinary action, workload reassignments, denial of promotion, harassment, or any other manner of retribution. Any acts of retaliation will be reported immediately to the appropriate Department Director, the Human Resources Director, or, if appropriate, the Mayor.

IV. Additional Employee Obligations

- A. Occasionally an employee may face a threat from a person outside the workplace. If any employee has reason to believe an outsider may harm the employee in any way in the workplace, the employee is required to report those concerns to the employee's immediate supervisor.
- B. If an employee has obtained any legal protection order, such as a No Contact" or "Anti-Harassment" or restraining order, against any other individual, and the employee believes the individual may attempt to contact that employee at the workplace in violation of the protective order, the employee is required to report those concerns to the employee's immediate supervisor, and to supply a copy of that order to the City's Human Resources Department. The Human Resources Department will place the copy in the employee's personnel file and will forward a copy to the Lynnwood Police Department. Such information will be kept confidential to the extent possible, but will be provided to appropriate personnel on a "need to know" basis.
- C. Any employee concerned about personal safety may request an escort or other appropriate intervention by law enforcement personnel.

- D. Employees should follow the same procedure as outlined in IIIA if any citizen or visitor to the workplace is observed with or known to possess a firearm or other dangerous weapon, or where a verbal threat of assault of an employee or another person is observed at the workplace. Supervisors, Department Directors, or the Human Resources Department should follow the procedures outlined in IIIB as appropriate.

Approved:

  
Tina Roberts-Martinez, Mayor

1-8-2001  
Date