

	City of Cedar Park Human Resources Policy Manual		
	Promoting a Secure Workplace		
	Number: G-8	Revision: 1	Effective Date: 11/10/2022

1.0 Policy

The City is committed to maintaining a safe and healthy work environment for employees and preventing workplace violence. Creating or contributing to an unsafe work environment by presenting direct or indirect acts of physical or verbal violence against an employee, visitor or other individual on City property, at service locations or in the course of carrying out City business shall not be tolerated.

2.0 Procedure/Rule

- 2.1 Applicability. This policy covers each employee and agent of the City.
- 2.2 Workplace Violence Prohibited. Prohibited acts of workplace violence include, but are not limited to, threats, physical attacks or property damage. For the purposes of this policy, the following definitions shall apply:
- 2.2.1 Threat. A “threat” is the expression of intent or desire to cause physical harm or property damage. The definition shall include jokes about violence or threats of violence.
- 2.2.2 Physical Attack. A “physical attack” is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.
- 2.2.3 Property Damage. “Property Damage” is intentional damage to or destruction of property owned by the City or its employees, vendors, or the general public.
- 2.3 Possession of Firearms and Other Weapons Prohibited. Except when specifically authorized for the performance of duty as a City of Cedar Park employee, no employee shall possess or carry any weapon while on City business, into the City’s facilities, or in City vehicles; provided, however, pursuant to Tex. Labor Code, Section 52.061, as amended, employees shall not be prohibited from otherwise lawfully possessing, storing, or transporting a firearm in a locked, privately owned motor vehicle in a parking lot, parking garage, or other parking area the City provides for employees. This policy applies regardless of whether the employee is legally licensed to carry a weapon under state law. For purposes of this policy, the following definitions shall apply:

2.3.1 Weapon. Any device or object capable of causing serious bodily injury or death to another person and anything designed, adapted or used to threaten or cause harm to people, animals or property, including, but not limited to, handguns, shotguns, rifles, explosive devices, and knives with blades over five and one-half inches in length. “Weapons” do not include mace, pepper spray or other similar device intended to temporarily disable a person, or pocket knives with blades five and one half inches in length or shorter.

2.3.2 Possessing or Carrying. To exercise care, custody, control or management over, whether directly or indirectly, to have in one’s physical possession, or to have in a City owned automobile driven by the employee.

2.4 Reporting Workplace Violence. An employee who believes he/she has been the target of workplace violence or an employee who observes an incident of workplace violence shall **immediately** report the incident to his/her supervisor, Department Head or Human Resources. In emergency situations, call the Police Department by dialing “9-1-1.”

A supervisor or Department Head is responsible for responding in a prompt and effective fashion, either when notified of an alleged incident of workplace violence, or when he/she observes workplace violence, and shall contact Human Resources for guidance and assistance in handling such a situation in the workplace. In emergency situations, a supervisor or Department Head shall call the Police Department.

A Human Resources representative or a member of the Police Department designated by the Chief of Police shall conduct a full and prompt investigation. An employee found to have violated this policy shall be subject to disciplinary action, up to and including termination of employment. The City shall follow up with a victim and any witness to an incident of workplace violence.

2.5 The City encourages every employee to be alert to the possibility of violence on the part of employees, former employees, vendors, or strangers. The City shall handle the report of violence in a confidential manner to the extent permitted by law and policy, and shall release information related to such reports only on a need-to-know basis.

2.6 The City prohibits retaliation against or harassment of an individual who acts in good faith by reporting real or perceived violent behavior or violations of this policy.