


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 2.04</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: WORKPLACE VIOLENCE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p> <ul style="list-style-type: none"> Workplace Violence Violence in the Workplace Sexual Harassment 	<p>State Certification Standards: 1.13</p>		

PURPOSE

The purpose of this General Order is to provide a working environment free of threats, intimidation, or coercion by fellow employees.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to promote a safe work environment for its employees. The Sheriff's Office is committed to working with its employees to maintain a work environment free from violence, harassment, intimidation, and other disruptive behavior.

DISCUSSION

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. For more information regarding Harassment see the Rabun County Government Employee Handbook.

I. EMPLOYEE RELATIONS

- A. The Rabun County Sheriff's Office shall maintain a working environment that enhances productivity, harmony, and understanding among employees.
- B. All employees of the Sheriff's Office shall treat other persons with dignity, courtesy and respect.
- C. Any conflicts that arise shall be resolved in a professional and adult manner, free from threats, intimidation or coercion.

II. PROHIBITED ACTS

Employees of the Sheriff's Office shall be prohibited from committing the following acts toward fellow employees:

- A. Violent acts or threats of violence;
- B. Fighting;
- C. Pranks or horseplay that may create a hostile environment for others; and
- D. Committing thefts from the Sheriff's Office or other employees.
- E. Sexual Harassment

III. SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall monitor their work units and take appropriate action for employee misconduct.
- B. Supervisors shall notify the Division Commander or Command Staff of any conduct or behavior that could escalate to dangerous or violent conduct.

IV. REPORTING

Employees of the Rabun County Sheriff's Office share the responsibility for maintaining a safe working environment. Violence, threats, harassment, intimidation and/or disruptive behavior shall not be ignored.

- A. Any employee who observes or experiences such behavior shall report these violations to their supervisor or the immediate supervisor of the person making the threats.
- B. The supervisor shall forward the report to Internal Affairs for further investigation.
- C. The Internal Affairs Investigator shall conduct an investigation and include a determination as to whether the person is victimizing other employees, and whether other agency members participated in or encouraged incident(s).
- D. The Internal Affairs Investigator shall inform the parties involved of the outcome of the investigation.
- E. The complainant's confidentiality shall be maintained throughout the investigation process to the extent practical and appropriate under the circumstances.

- F. Complainants or accused employees may file a grievance/appeal in accordance with Rabun County Grievance Procedures when they disagree with the investigation or disposition of the claim.
- G. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside Agency.

V. RETALIATION

- A. Retaliation against any employee for filing a complaint, or for assisting, testifying or participating in the investigation of a complaint is prohibited by the Rabun County Sheriff's Office and by federal statutes.
- B. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of policy and shall be handled through established complaint procedures.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County