

*WORKPLACE VIOLENCE  
PREVENTION POLICY*

Policy Adopted: 06.01.2016

Review Date: 2019

POLICY STATEMENT

**This policy is implemented pursuant to the Public Employee Workplace Violence Prevention Regulations, found at 12 NYCRR Part 800.6. Terms used herein are as defined in 12 NYCRR Part 800.6.**

Goals:

Employees of Liverpool Public Library are entitled to work in an environment that is safe and free of unreasonable disruption or violence. Additionally, patrons of the Library are entitled to a similar environment. Therefore, this policy, and corresponding program, training, and education are being implemented to prevent, minimize, and respond to workplace violence.

Objectives: Safe Operations and Responses to Threats and Violence

It is expected that employees will continue to make every effort to work productively with the public. However, when the behavior or actions of a member of the public, or co-worker, makes it impossible to continue an interview, appointment or conduct other library business, contact may be discontinued under certain circumstances.

It is the policy of this Library to refuse to conduct business or continue interaction with members of the public, or employees, who are verbally or physically abusive. It is understood that the refusal is only temporary until additional help, backup, safe arrangements, or other resolution can be made to conduct the necessary task as required by the employee's job.

In addition Liverpool Public Library recognizes library employees may face potential forms of harassment threats of violence, or violence during the course of working with the public. If those instances of harassment, threats of violence, and violence constitute a crime, they warrant a complaint and possibly an arrest.

It is the policy of this Library that employees should never endure crime or violence in the workplace in the course of their work. All harassment aggravated harassment threats of violence, and actual violence warrants consideration of an immediate complaint to the appropriate law enforcement authority.

In no case shall the Library make a policy, procedure, or create a work climate that prevents employees from exercising their best judgment in a moment of need to call a law enforcement officer when such a crime is committed. All employees should fill out an incident report and report aggressive, threatening, or discriminatory behavior to their supervisor or the Library Director. It shall be the right of employees to press charges and the responsibility of supervisors, or the Library Director, to reinforce, support, and follow-up on the course of appropriate action.

The Library Director shall be responsible for the development of procedures, programs, training, and education to support this policy and the Library's compliance with 12 NYCRR Part 800.6.