

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Violence and Threats in the Workplace: Zero Tolerance

**Policy  
Number**

A-121

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Purpose

1. Establish an effective process for identifying instances, reducing the potential, and dealing with all threats and violence in the workplace.
2. Create awareness of individual employee actions that can reduce the likelihood of threats and violence, and the responsibility to take these actions.
3. Create recognition of the responsibility of County executives to review and revise organizational practices that affect the potential for workplace violence.

Policy

It is the policy of the Board of Supervisors to establish a zero-tolerance standard in the County regarding any threats and violent behavior, implied or actual, from any person that is directed at other employees or the public at a County facility or in connection with County business.

1. No person shall engage in violent conduct or make threats of violence, implied or direct, at a County workplace or in connection with County business.
2. All threats shall be taken seriously, not dismissed as harmless, joking, or just blowing off steam.
3. No employee shall bring to the worksite, on their person, or in their belongings or vehicle, any non-job-related weapons of any type, for example, firearms or knives.
4. When an employee observes behavior that may violate this Policy, the employee shall take the following actions:
  - If there is a potential risk of imminent bodily harm to any person, immediately contact law enforcement via 9-1-1; or
  - If there is not an imminent risk of bodily harm to any person, follow departmental procedures; and
  - Report the behavior to their supervisor and/or chain of command and/or the Department of Human Resources (DHR) – Risk Management.
5. After receiving a report of threats or violence, management shall:
  - Take all threats seriously and investigate immediately; and
  - Contact DHR – Risk Management; and
  - Respond with appropriate remedial action, including discipline, if necessary.

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Procedure

The Chief Administrative Officer shall, through the Department of Human Resources, develop and maintain a policy and procedures that provides for awareness training and guidelines for conducting risk assessments in the workplace.

References

Board of Supervisors Policy C-22, Sexual Harassment Policy.

Board Directive Promoting Positive Race and Human Relations, October 20, 1992.

DHR Policy Workplace Risk Assessment

Sunset Date

This policy will be reviewed for continuance by 12-31-29.

Board Action

8/16/94 (24)

5/19/98 (28)

5/16/06 (16)

12/09/08 (33)

11/17/15 (26)

REVISION DATE

CAO Reference

Department of Human Resources