

 State of Connecticut Department of Correction ADMINISTRATIVE DIRECTIVE	Directive Number 2.22	Effective Date 11/18/15	Page 1 of 4
	Supersedes Workplace Violence Prevention Policy, dated 9/15/2008		
Approved By:  Commissioner Scott Semple	Title Workplace Violence Prevention Policy		

1. **Policy.** The Department of Correction shall provide its employees with a workplace free of intimidation, harassment, threats or violent acts. The Department shall investigate and provide appropriate resolution for each complaint relating to workplace violence. This policy shall cover all Department employees, contractors, subcontractors and vendors.

2. **Authority and Reference.**
 - A. Connecticut General Statutes, Sections 5-240 and 18-81.
 - B. Executive Order No. 16, Governor Rowland.
 - C. Regulations of Connecticut State Agencies, Section 5-240-5a.
 - D. State of Connecticut, Office of Policy and Management, Office of Labor Relations, General Notice No. 99-05.
 - E. State of Connecticut, Office of Policy and Management, Office of Labor Relations, General Notice No. 99-09.
 - F. State of Connecticut, Department of Administrative Services, Violence in the Workplace, Policy and Procedures Manual, April 2012.
 - G. Administrative Directives 1.10, Investigations; 2.17, Employee Conduct; 6.6, Reporting of Incidents; and 7.2, Armories.

3. **Definitions.** For the purposes stated herein, the following definitions apply:
 - A. **Chemical Agent Device.** A hand held aerosol unit used to dispense a substance such as oleoresin capsicum toward another individual.
 - B. **Dangerous Instrument.** Any instrument, article, or substance that is capable of causing death or serious physical injury.
 - C. **Threat Assessment Team.** An agency based group responsible for handling workplace violence complaints filed regarding behaviors and activities that violate the Workplace Violence Prevention Policy which includes all state employees, contractors, subcontractors and vendors. The team may be comprised of a representative from Human Resources, the Labor Relations Unit, the Unit Administrator or designee and any other professional resources as needed.
 - D. **Weapon.** Any firearm, including a BB gun, loaded or unloaded; any knife including a pocketknife; any police baton, nightstick, martial arts weapon or electronic defense weapon.
 - E. **Workplace.** The worksite is any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to the buildings and the surrounding perimeters, including the parking lots. It includes all state-owned and leased space, including vehicles, any location where state business is conducted.
 - F. **Workplace Violence.** Any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to beatings, stabbings, suicides, and shootings, rapes, near suicides, psychological traumas or threats.
 - G. **Workplace Violence Emergency.** A situation in which an injury has occurred or there is an immediate threat of physical harm or injury.

4. **Prohibited Conduct.** Conduct which shall constitute workplace violence includes, but is not limited to such inappropriate behaviors as:

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- A. Intimidating or threatening behaviors;
 - B. Physical abuse (includes, but is not limited to, beatings, stabbings, suicides, shootings, rapes, near suicides or any physical contact with intent to cause physical injury);
 - C. Verbal abuse (that is threatening in nature); Vandalism;
 - D. Arson;
 - E. Sabotage;
 - F. Bringing any weapon, dangerous instrument or chemical agent device as defined in Section 3 of this Directive on property owned, leased or otherwise controlled or occupied by the State of Connecticut, unless authorized;
 - G. Using, attempt to use, or threatening to use any such weapon, dangerous instrument or chemical agent device on property owned, leased or otherwise controlled or occupied by the State of Connecticut;
 - H. Any other act(s) which a reasonable person would consider as inappropriate and/or posing a danger or threat of danger/violence in the workplace. Such behavior includes, but is not limited to oral, written or e-mail statements, gestures, or expressions that communicate a direct or indirect threat of physical harm; or,
 - I. Offensive comments regarding violent events and/or behaviors.
5. Employee Responsibility. Consistent with Administrative Directive 2.17, Employee Conduct, employees shall not engage in any behavior as outlined in Section 4 of this Directive. In addition:
- A. Any employee who feels subjected to or witnesses violent, threatening behavior in the workplace shall promptly report the incident or statement to a manager, supervisor or human resources representative. Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention shall notify a manager, supervisor or human resources representative. Law enforcement authorities may be notified, as necessary.
 - B. An employee shall not:
 - 1. bring any weapon, dangerous instrument or chemical agent device as defined in Section 3 of this Directive on property owned, leased or otherwise controlled or occupied by the State of Connecticut.
 - 2. use, attempt to use, or threaten to use any such weapon, dangerous instrument or chemical agent device on property owned, leased or otherwise controlled or occupied by the State of Connecticut; and,
 - 3. cause or threaten to cause death or physical injury to any individual on property owned, leased or otherwise controlled or occupied by the State of Connecticut.
 - C. The provisions of Section 5(B)(1) above shall not apply to:
 - 1. the authorized use of state-issued firearms and security equipment; or,
 - 2. employees authorized to store personal handguns at the facility pursuant to the provisions outlined in Administrative Directive 7.2, Armories.

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6. Management Responsibility.

- A. Each Unit Administrator shall ensure that the workplace violence prevention policy is prominently posted at the workplace and that all employees including contractors, subcontractors and vendors are notified of this policy.
- B. Each Unit Administrator shall ensure that the workplace is reasonably safe and healthy, free from intimidation, harassment, threats and/or violent acts.
- C. All managers and supervisors are expected to enforce this policy fairly and uniformly.
- D. Any manager or supervisor who receives a report of workplace violence shall immediately contact the Unit Administrator who shall notify the Human Resources Unit. The Human Resources Unit shall evaluate the information received and recommend investigative or other action, as appropriate. If an investigation is required and completed, the Labor Relations Unit shall review the results of the investigation and recommend the appropriate action to the appointing authority, who shall make the final decision.
- E. All managers and supervisors shall offer alleged perpetrators and victims the Employee Assistance Program as appropriate.
- F. The Agency shall review and address all incidents of workplace violence.
- G. The Commissioner shall be notified of any workplace violence emergency consistent with Administrative Directive 6.6, Reporting of Incidents.
- H. The Security Division, Human Resources Unit or the Unit Administrator shall notify proper law enforcement authorities, as necessary.
- I. The Commissioner or designee must inform the Governor's Office, the Commissioner or designee of the Department of Emergency Services and Public Protection and the Commissioner or designee of the Department of Administrative Services immediately of any workplace violence emergency.
- K. Immediate post-incident follow-up procedures should be implemented in accordance with the Violence in the Workplace Policy and Procedures Manual.

7. Complaint Investigation. All workplace violence incidents shall be reported in accordance with Administrative Directive 6.6, Reporting of Incidents and General Notice No. 99-05. All reports received shall be investigated in accordance with Administrative Directive 1.10, Investigations. Interviews shall be conducted with the individuals who have knowledge of the incident, as well as with the alleged perpetrator. The alleged perpetrator may be placed on paid administrative leave during this process if the incident is sufficiently serious to invoke Section 5-240-5a of the Regulations of Connecticut State Agencies. Human Resources shall consult with the Unit Administrator and other appropriate parties, as needed, to conduct a risk assessment to determine further action.

The Commissioner or designee shall be kept apprised of the status. Upon completion of the investigation, the Unit Administrator or designee shall inform the complainant of the findings. If the complainant disagrees with the findings of the investigation, the complainant may request that the Director of Human Resources or designee review the response. An employee shall make such a request in writing to the Director of Human Resources or designee within 15 calendar days of receiving notification of the findings. The Director of Human Resources or designee shall conduct a review and notify the complainant of the results of the review.

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8. Disciplinary Action. Any employee who is found, after an investigation, to have engaged in workplace violence may be subject to appropriate disciplinary action. If discipline is contemplated, Department must comply with the pre-disciplinary requirement of the applicable state regulations, as well as relevant contractual language.
9. Prohibition on Retaliation. No employee shall be intimidated, threatened, coerced, discriminated or retaliated against, or otherwise restrained for filing a complaint, opposing any discriminating practice, testifying against or participating in any manner in an investigation or proceeding. Any violation of this provision shall be reported immediately in writing to the investigating unit. If there is a conflict with reporting a violation to the investigating unit, the violation shall be reported to the Office of the Commissioner.
10. Confidentiality. Every effort shall be made to keep complaint and investigation information confidential. Information shall only be disclosed when necessary or as required by law.
11. File Management. The workplace violence file including all information and documents pertinent to each reported incident shall be maintained in the Human Resources Unit.
12. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.