



## **PROMOTING A SECURE WORK ENVIRONMENT**

### **I. PURPOSE**

To protect the safety and security of City employees recognizing the importance of the common good and the value of each individual.

### **II. SCOPE**

This policy applies to all City of Georgetown employees.

### **III. POLICY**

All employees are expected to meet the City standards of professionalism and demonstrate courtesy to clients, co-workers and members of the public. Each employee shares the responsibility for preventing possible workplace violence.

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City property, or during the employee's working time, or during the course of the employee's employment, will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination, arrest, and prosecution.

No existing City policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

### **IV. PROCEDURE**

#### **A. Reporting Threats or Acts of Violence**

All City personnel are responsible for notifying their supervisor or Human Resources of any threats or acts of violence that they have witnessed, received, or otherwise becomes aware of, or have been told that another person has witnessed or received. This includes behavior that could be interpreted as threatening.



B. Threatening Behavior

Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits, and shall remain off City premises pending the outcome of an investigation.

C. Weapons

1. No unlawful or unauthorized weapons will be carried or stored in any City premises, including buildings, parking areas, or vehicles, unless in the authorized performance of duty.
2. No firearms will be discharged unless in the authorized performance of duty and not in violation of other City, Division, or Department rules or regulations, City Ordinance, State or Federal law.