



King County
Administrative Policies and Procedures

Executive Orders,
 Policies & Procedures

Title Workplace Violence Prevention

Document Code No.

Department/Issuing Agency
 Department of Executive Services

Effective Date.

9-5-2003

Approved

An Executive Order promoting a safe environment for King County employees, prohibiting Executive Branch employees from wearing, transporting or carrying all forms of weapons in the workplace, and requiring all departments to enact administrative policies necessary to implement a Workplace Violence Prevention Program.

WHEREAS, I Ron Sims, am committed to working with employees of King County to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive in King County, no agency is immune. Every agency will be affected by disruptive behavior at one time or another; and

WHEREAS, violence, threats, harassment, intimidation, and other disruptive behavior in our workplace perpetrated by strangers, customers, co-workers, personal relations or other non-employees doing business for or with King County will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include verbal assaults, threats, gestures, coercion, intimidation, 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; and

WHEREAS, in order to ensure a safe environment, I prohibit executive branch officers and employees from wearing, transporting, or storing, firearms or other dangerous weapons in our buildings and facilities, in county vehicles, or on their person while on County business. Firearms or other dangerous weapons mean:

- Any device from which a projectile may be fired by an explosive
- Any simulated firearm operated by gas or compressed air
- Sling shot
- Metal knuckles
- Spring blade knife; Any knife which opens or is ejected open by an outward, downward thrust or movement

The use, threatened use or possession of a firearm concealed, licensed or otherwise, by an employee while in the performance of official duties or while in a King County building or facility is strictly prohibited and will result in disciplinary action, up to and including termination. Possession of a valid concealed weapons permit authorized by the state of Washington is not an exemption under this policy. This prohibition does not apply to law enforcement or other uniformed personnel who are authorized to carry weapons; and

NOW, THEREFORE, I Ron Sims, King County Executive do hereby order and direct:

All departments of King County Government to enact all administrative regulations necessary to implement and maintain a Workplace Violence Prevention Program. Executive Policy AEP XXXX establishes guidelines for departments to follow to implement this policy.

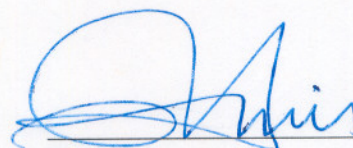
All Departments must:

- Develop and implement a workplace violence training program;
- Take necessary actions to protect employees from acts of violence;
- Respond to reports of or knowledge of violence;
- Report all acts of violence to the Human Resources Division of the Department of Executive Services.

All Employees must:

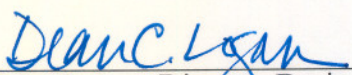
- Refrain from acts of violence;
- Seek assistance to resolve personal issues that may lead to acts of violence in the workplace;
- Report to managers any dangerous or threatening situations that occur in the workplace.

Dated this 5 day of Sept, 2003



Ron Sims
King County Executive

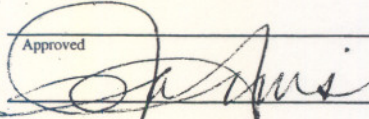
Attest:


Dean Logan, Director-Designee
Records, Elections, and Licensing Division



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Administrative Policies and Procedures

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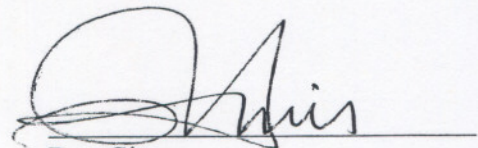
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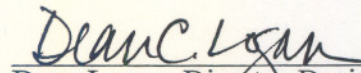
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Dean Logan, Director-Designee
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