Threats, Danger to Employees

326.1 PURPOSE AND SCOPE

This section is to identify general policy for employees who encounter threats and/or danger as a result of their employment with the Probation Department.

326.2 APPLICABILITY

This section applies to all employees of the Probation Department.

326.3 POLICY

Employees are not expected, during the performance of their duties to place themselves or others in a situation that presents an unreasonable degree of peril to their lives or health. Employees are to exercise reasonable care and caution in all potentially dangerous situations and to use good judgement in balancing the requirements of job performance and safety issues. Employees shall try to complete their normal work assignments using methods designed to avoid or reduce physical danger to themselves and their property, and to ensure the safety of others and their property. Employees are encouraged to seek assistance from other employees or outside agencies, when appropriate in carrying out departmental responsibilities and performing job tasks which may be risky.

Employees working in Probation Department operated institutions must always act in a manner consistent with job descriptions and departmental procedures when carrying out responsibilities that involve halting clients or protecting personnel.

An employee shall notify the immediate supervisor if, as a result of employment with the Probation Department, the employee or a family member of the employee is assaulted, attacked or threatened. In such an event, every effort shall be immediately made to prevent further attack or injury, and to seek immediate medical attention for anyone injured or claiming injury. Assaults or injuries must be reported by the employee through their Chain of Command who will notify the Deputy Chief Probation Officer.

If an employee or an employee's family member is threatened as a result of the employee's position with the Probation Department, the employee will cooperate with the Department in developing a long-range plan to minimize or eliminate the danger.

When any employee conducting Probation Department duties becomes aware of a threat against the life, safety or property of others, or of a threat being made by a client against any other person, that employee shall immediately report the information to their Chain of Command who will then report it to the Deputy Chief Probation Officer. When any employee becomes aware of such a threat, any potential victim shall be given immediate and adequate notice of impending danger in accordance with departmental procedures.

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