

12.1 Violence In The Work Place

The City of Manassas is committed to providing, insofar as it reasonably can do so within available resources, a safe environment for working and conducting business. The City will not tolerate acts of violence committed by or against City employees or members of the public while on City property or while performing City business at other locations.

12.1.1 Definition of "Threats or Violence"

"Threats or violence" means an act or behavior that:

- a. Is physically assaultive or
- b. Shows an obsessive interest in another person to the extent that a reasonable person would find the behavior threatening under all the circumstances (as, for example, repeated verbal and/or written references to a grudge, grievance or romantic interest after being requested to stop).
- c. Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual.
- d. Would be interpreted by a reasonable person as carrying potential for physical harm to the individual.
- e. A reasonable person would see as menacing.
- f. Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.
- g. Consists of a communicated or reasonably perceived threat to destroy property.

Any unlawful threats or violence committed by employees or members of the public while on City property or while using facilities will be prosecuted as appropriate. The City intends to use reasonable legal, managerial, administrative and disciplinary procedures to secure the workplace from threats and violence and to reasonably protect employees and members of the public.

In the interest of maintaining a workplace that is safe and free of violence, possession or use of a weapon is prohibited on City property, in City vehicles, or in any personal vehicle which is used for City business. Notwithstanding Virginia Code §15.2-915, this prohibition on possession of weapons applies even to employees with concealed weapons permits. However, employees of the City of Manassas may possess a firearm on City property if they are engaged in law enforcement activities.

A weapon is any instrument capable of producing bodily harm in a manner, under circumstances and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

12.1.2 Recommended Action During a Threat or Violent Act

When a threat or violent act occurs:

- a. If the act or altercation constitutes an emergency, call 911.
- b. In instances that are not emergency situations, contact your immediate manager or supervisor.
- c. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee or manager to separate the parties involved, call 911 and wait for the police to arrive. The department director will contact the City Manager or his or her designee who will take the responsibility for coordinating response to the incident.
- d. In instances involving criminal situations, the City Manager or his or her designee will contact the Chief of Police for assessment and, if necessary, an investigation.
- e. In instances in which it is not appropriate to refer an incident to the Police Department, the City Manager or his or her designee will evaluate the incident and make a recommendation regarding the need to conduct an investigation. If a recommendation to conduct an investigation is made, the City Manager or his or her designee will coordinate the investigation process.

This policy does not apply to police officers acting within the scope of their duties, individuals who engage in lawful self-defense or other similar situations where threats or violence are legally authorized.

This policy does not apply to designated airport staff on airport property and in airport vehicles for the purpose of wildlife control as stated under the Wildlife Hazard Management Plan.