

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Administrative Order 2-27: Preventing Workplace Violence**

KEY TEACHING POINTS

- **Administrative Order 2-27 contains the City Policy. "Violence, or threat of violence, involving any employee of the City of Fresno or any other person in the workplace is unacceptable."**
- **Actions considered examples of violent acts:**
 - **Striking, punching, slapping or physically contacting another person in a hostile manner.**
 - **Fighting or challenging another person to fight.**
 - **Grabbing, pinching, or touching another person in an unwelcomed manner.**
 - **Physically or verbally threatening harm to another person, or any action or conduct that implies the threat of bodily harm.**
 - **Exhibiting dangerous, threatening or unwanted behavior.**
 - **Possession, use, or threat of use, of any weapon or object that could be used as a weapon on city property, unless such possession or use is a requirement of the job.**
 - **Stalking another person (as defined in either the California Civil Code Section 1708.7 or California Penal Code Section 646.9).**
- **Action to take, whether a victim or witness to workplace violence:**
 - **Retreat and reasonably assist others in moving to a safe location.**
 - **Notify the Police Department or security personnel if there is imminent danger.**
 - **Report the incident to supervisor or manager (if unavailable Risk Management or Human Resources).**
- **You are prohibited from confronting a potentially violent person.**
- **You are protected from retaliation or harassment, when acting in good faith, for initiating a complaint or report.**
- **An employee who demonstrates or threatens violent behavior may be subject to disciplinary action up to and including termination and possible criminal prosecution.**
- **Submitting a false report may subject you to disciplinary action.**
- **In instances where there is a possible violation of the law, the incident will be reported to the Police Department for criminal investigation.**

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 You may be terminated if you commit a violent act on duty.		
2 Violent acts include threats of physical harm.		
3 You can not be criminally prosecuted for committing a violent act.		
4 You are protected from retaliation or harassment for good faith reporting of violent acts.		
5 Any report of violent behavior by a City employee will be thoroughly investigated.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE