

**GEORGIA DEPARTMENT OF CORRECTIONS**

Standard Operating Procedures

<b>Functional Area:</b> Support Services/Personnel	<b>Reference Number:</b> IVO01-0008	<b>Revises Previous Effective Date:</b>  NEW
<b>Subject:</b> Workplace Violence		
<b>Authority:</b> Donald/Owens	<b>Effective Date:</b> 5/01/05	Page 1 of  3

**I. POLICY:**

The Georgia Department of Corrections (GDC) is committed to providing a safe, secure work environment for all employees. Any abusive behavior, violent act or threat of violence will result in appropriate disciplinary action, up to and including dismissal, removal from the workplace and/or criminal charges.

**II. APPLICABILITY:**

All employees and persons doing business with the Georgia Department of Corrections.

**III. RELATED DIRECTIVES:**

- A. O.C.G.A. 16-11-127, Public Gatherings
- B. GDC Standard Operating Procedures (SOP's)
  - 1. IVO01-0006, Employee Assistance Program
  - 2. IVO01-0007, Critical Incident Debriefing
  - 3. IVO04-0002, Workers' Compensation

**IV. DEFINITIONS:**

- A. Workplace Violence: Any act which would be interpreted by a reasonable person as abusive, threatening, intimidating, disruptive, or violent behavior committed by State employees, visitors, relatives, acquaintances, or strangers directed against any State employee, visitor, contractors or vendors in the work location or threatened to be carried out at the work location or in connection with GDC employment.
- B. Intimidation: Engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce or induce duress.

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- C. Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- D. Domestic Violence: The use of force, attempted use of force, or threatened use of a deadly weapon in the commission of a crime by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.
- E. Property Damage: Intentional damage of property owned by the State, GDC, employees, visitors, contractors or vendors.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

- A. Every employee is responsible for safety in the workplace and for notifying their supervisor or Appointing Authority of any threats that they have witnessed, received, or have been told that another person has witnessed or received, when that behavior will be or might be carried out on GDC property or in connection with GDC employment. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

**NOTE: Failure of an employee to report such acts or threats of violence will be considered a basis for disciplinary action, up to and including dismissal.**

- B. Managers and supervisors should be constantly aware of the environment and attempt to address the signs of potential workplace violence as soon as it is detected.
- C. Any reported instances of workplace violence will be handled promptly and allegations of workplace violence

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will be investigated thoroughly by immediate supervisors and reported to the Appointing Authority.

**NOTE: Safety precautions should be put in place, if determined appropriate, as soon as threats are reported. Staff and others should be warned of potential danger if directly involved or likely to be involved.**

- D. Appointing Authorities/Designees are to notify and consult with their Division Director, the Employment Support Services Unit of Central Personnel Administration (CPA), and Legal Services to determine appropriate resolution of instances of workplace violence.
- E. Any injury to an employee must be handled in accordance with GDC SOP IVO04-0002, Workers' Compensation.
- F. Critical Incident Debriefing (CID) should be offered to the victim of workplace violence and to any staff impacted by or witnessing the incident, by the CID coordinator for the unit or by CPA's Employment Support Services, if needed. CPA's Employment Support Services may be utilized in obtaining assistance to address workplace violence issues.
- G. Individuals who apply for or obtain a protective or restraining order which lists GDC location(s) as being protected areas, must provide to the Appointing Authority a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. These orders will be enforced and all affected locations will be notified of the orders.
- H. Employees who in good faith report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence and/or cooperating with an investigation should immediately contact their Appointing Authority or the Department Personnel Director.

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