

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 925

Effective Date: April 12, 2007

SUBJECT: WORKPLACE SECURITY

I. PURPOSE

To ensure that Coalinga State Hospital (CSH) provides employees and members of the public with a place to conduct the business of the Department free from threats, intimidation, harassment, and acts of violence.

II. AUTHORITY

California Department of Mental Health (DMH) Special Order 422, California Labor Code Section 6401.7, California Government Code Section 19572, and California Penal Code Sections 71 and 171(b).

III. POLICY

- A. In conjunction with the State of California's "Zero-Tolerance" workplace violence policy requirement, it shall be the policy of CSH to take appropriate action to protect, as fully as possible, patients, employees and members of the public from acts of violence, threats, intimidation and harassment which may occur on hospital grounds and during the performance of state duties at a state workplace.
- B. CSH shall also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

IV. METHOD

- A. Violence, harassment, or intimidation in any form including by not limited to direct or indirect threats, regardless of intent, made against the life, health, family, property, or physical or emotional well being of any employee or visitor, is unacceptable and will not be tolerated in any state workplace.
- B. Any employee, including all exempt, managerial and supervisory personnel, engaging in any type of threat, harassment, intimidation, or violent activity in the workplace will be subject to disciplinary action up to and including dismissal from State service and referral for criminal prosecution when warranted, depending upon the severity of the inappropriate behavior.

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V. PROCEDURE

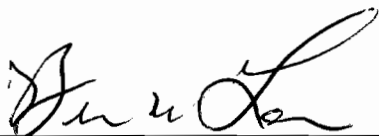
- A. The Health and Safety Officer at CSH has been designated to be the Workplace Violence Coordinator.
- B. It shall be the responsibility of the employee who feels that he/she has been threatened, harassed, intimidated, stalked, or had any other act of violence committed against him/her to complete an "Incident Report Form" and turn it in to the Health and Safety Office.
- C. It shall be the responsibility of CSH supervisors and managers to complete an "Incident Report Form" and turn it in to the Health and Safety Office if the supervisor or manager is reasonably aware of a workplace security issue.
- D. The Health and Safety Office will forward the complaint to the designated executive staff member for assessment. The complaint will then be forwarded to the manager or department head for appropriate action against the employee or to Department of Police Services (DPS) or the Senior Special Investigator (SSI) for investigation.
- E. Once the action has been taken, the original complaint will be forwarded back to the Health and Safety Office for filing. The employee who made the complaint will be notified that the process has been completed.

VI. DEFINITIONS

- A. Act of Violence - The attempt to use, or actual use of, force with the intent to threaten, harass, intimidate, commit a violent injury, or damage or destroy property.
- B. Threat - A verbal or written statement or physical action which is intended to intimidate by expressing the intent to either harass, hurt, take the life of another person, or damage or destroy property. This includes threats made in jest but which others could perceive as serious.
- C. Harassment - The creation of a hostile work environment through unwelcome words, actions or physical contact not resulting in physical harm. This includes disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.
- D. Intimidate - To make frighten, alarm, annoy or scare someone or to force someone into, or deter from, some action by inducing fear by threats.
- E. Stalking - Stalking occurs when any person willfully, maliciously, and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family.

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- F. State Workplace - A state workplace shall be anywhere a state employee is conducting authorized state business or en route to and from (excluding normal commute) a location where state business is, or will be, or has been conducted.



BEN MCLAIN
Executive Director (Acting)

Attachment – Workplace Security Incident Report Form

Workplace Security Incident Report Form

PART I—INFORMATION

Complainant Name: _____ Title: _____ Ext: _____

Incident Initiated by: _____ Employee: NO YES Title: _____

Incident Directed at [person(s), place, or structure]: _____

Date of Incident: _____ Approximate Time: _____

Location of Incident: worksite other _____

PART II—NATURE OF INCIDENT (Check all that apply)

- Threat Harassment Intimidation Act of Violence
- Verbal Written Electronic Physical (no injury)
- In person Telephone Mail Behavioral observation
- Fax Recording Information only Other: _____

PART III—DESCRIPTION OF INCIDENT (Continue on separate sheet if necessary):

Sign _____ Date _____

