



Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Violence in the Workplace Prevention Policy
P & P NUMBER:	Chapter 2.23
APPROVED:	Miriam Delphin-Rittmon, Commissioner Date: 10/15/2015
EFFECTIVE DATE:	October 15, 2015 <i>Miriam Delphin-Rittmon</i>
REVISED:	3/26/2014
REFERENCES:	Connecticut General Statute § 19a-490q; Connecticut General Statute § 19a-490r; Connecticut General Statute § 4a-2a; Connecticut General Statute § 4b-136(c)
FORMS AND ATTACHMENTS:	

STATEMENT OR PURPOSE: The Department of Mental Health and Addiction Services (DMHAS) fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

POLICY:

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined in this policy.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, DMHAS prohibits:

- All conduct, either verbal or physical, that is abusive, threatening or intimidating.

Definitions

- “Weapon” means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- “Dangerous instrument” means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury.

Confiscation of Weapons and Dangerous Instruments

- Any weapon or dangerous instrument at the worksite will be confiscated by the appropriate law enforcement (DMHAS Public Safety, local and/or State Police) and there is no reasonable expectation of privacy with respect to such items in the workplace.

Reporting Procedure

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact THE DMHAS Public Safety, 911 or other designated emergency number at your facility. The employee must also contact his/her immediate supervisor, DMHAS Public Safety or the Human Resources Office.
- **Non-Emergency Situations:** : Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.
- **Reporting Measures:**
 - Each DMHAS facility will maintain records which detail incidents of workplace violence, including the specific area or department where the incident occurred. Upon the request of the Department of Public Health (DPH), DMHAS will report to DPH the number of workplace violence incidents, and the specific area or department where they occurred.
 - DMHAS shall also provide information on a quarterly basis on the frequency, character and resolution of workplace violence incidents to the Department of Administrative Services’ business office, (or other relevant agency unit) to assist that office in complying with its reporting requirements under C.G.S. § 4b-136(c). Section 4b-136(c) provides that “Each state agency and each department, board, commission, institution or other agency of the state... shall report quarterly to the

[Statewide Security] council on the frequency, character and resolution of workplace violence incidents and all security-related expenditures.”

Investigation and Corrective Action

- DMHAS will establish and convene ongoing workplace safety committees, in each facility, to address issues related to the health and safety of health care employees. The committee shall be composed of representatives from the administration, direct patient care staff, security personnel, and any other staff deemed appropriate. Not less than fifty percent of the committee membership must be non-management employees and the committee shall select a chairperson from its membership. The committee must meet not less than quarterly and shall make available meeting minutes and other records from its proceedings to all employees.
- DMHAS will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations.
- The employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from State Service.
- Where the situation warrants, the DMHAS will request that the appropriate law enforcement agencies (DMHAS Public Safety, local and/or State Police) become involved in the investigation of the matter, and the DMHAS may seek prosecution of conduct that violates the law.

Enforcement of the Policy

- This policy will be prominently posted for all the DMHAS employees.