

## LAMPASAS COUNTY PERSONNEL POLICIES

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### SECTION 13.3. VIOLENCE IN THE WORKPLACE

THREATS, THREATENING BEHAVIOR, OR ACTS OF VIOLENCE AGAINST EMPLOYEES, VISITORS, OR OTHER INDIVIDUALS ON COUNTY PROPERTY OR FUNCTIONS IS NOT ACCEPTABLE. ANY VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL AND POSSIBLE PROSECUTION. ANY INDIVIDUAL MAKING THREATS, THREATENING BEHAVIOR OR ENGAGES IN VIOLENT ACTS ON COUNTY PROPERTY OR FUNCTIONS WILL BE REMOVED FROM THE PREMISES AND WILL REMAIN OFF COUNTY PREMISES PENDING THE OUTCOME OF AN INVESTIGATION.

COUNTY EMPLOYEES WILL NOTIFY THE APPROPRIATE RESPONSIBLE PARTY (SUPERVISOR/DEPARTMENT HEAD, COUNTY JUDGE, SHERIFF) IN EMERGENCY SITUATIONS OF THREATS THEY WITNESS OR RECEIVE, IN ADDITION TO ANY THREATS THEY ARE TOLD ANOTHER INDIVIDUAL WITNESSED OR RECEIVED. EMPLOYEES SHOULD REPORT ANY BEHAVIOR THAT THEY WITNESS ON COUNTY PROPERTY THAT THEY REGARD AS POTENTIALLY THREATENING OR VIOLENT OR THAT COULD ENDANGER THE HEALTH OR SAFETY OF AN EMPLOYEE.

UNAUTHORIZED WEAPONS IN THE WORKPLACE ARE PROHIBITED. PROHIBITED WEAPONS INCLUDE, BUT ARE NOT LIMITED TO:

- ANY UNAUTHORIZED WEAPON OR EXPLOSIVE,
- ALL UNAUTHORIZED FIREARMS,
- ALL ILLEGAL KNIVES OR OTHER UNAUTHORIZED KNIVES,

AUTHORIZATION OF A WEAPON IN THE WORKPLACE IS COMPLETED BY REVIEW BY THE DEPARTMENT HEAD AND COUNTY JUDGE FOR JOB RELATEDNESS AND CONCEALED WEAPON STATUS IN CONSULTATION WITH THE HUMAN RESOURCES DIRECTOR FOR REVIEW OF PERSONNEL POLICY APPLICATION. THE COUNTY ATTORNEY OR DESIGNEE IS CONSULTED AS NEEDED. A COPY OF EACH WRITTEN AUTHORIZATION IS PLACED IN THE EMPLOYEE FILE, WITH NOTICE TO THE SHERIFF.