

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.04 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4
ORDER TITLE WORKPLACE VIOLENCE	SERIES NO. 1	SERIES TITLE / SUBJECT LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS	
REFERENCE Assault, Threats, Violence		APPENDICES NONE	
ORIGINAL ISSUE DATE June 7, 2004	REISSUE / EFFECTIVE DATE February 12, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5 th Edition Standards) 26.1.3 • 31.2.3			

POLICY

It is the policy of the Rockford Police Department to provide a professional and productive work environment, free from violent, threatening, harassing or disruptive behavior, for all employees, and require each employee to aid in maintaining that environment.

The Department will not tolerate verbal or physical conduct by any employee that harasses, disrupts, threatens or abuses another employee or interferes with their work performance.

PURPOSE

The purpose of this General Order is to provide descriptions and examples of prohibited conduct, guidelines and procedures for reporting such incidents and both supervisory and management responsibility in enforcement of this policy.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

Anyone who violates this policy will be subject to appropriate discipline, up to and including discharge from employment and/or criminal prosecution.

This Order is comprised of the following numbered sections:

- I. **DEFINITIONS**
- II. **PROHIBITED CONDUCT**
- III. **REPORTING PROCEDURES**
- IV. **SUPERVISORY AND MANAGEMENT RESPONSIBILITIES**
- V. **EFFECTIVE DATE**
- VI. **REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. Violence: For purposes of this Order, violence shall mean an act or conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, abusive or offensive work environment.

II. PROHIBITED CONDUCT

- A.** Acts or conduct prohibited by this Order include, but are not limited to, the following:
 - 1. Violence or physical assault;
 - 2. Threats of violence, whether verbal or demonstrative, communicated or reasonably perceived as meant to harm another individual or in any way endanger the safety of an individual;
 - 3. Obsessively or intensely directed behavior focused on another person which could reasonably be perceived as threatening, harassing or menacing;
 - 4. Destroying or threatening to destroy property;
 - 5. Making statements about others, which are false, malicious, disparaging, derogatory, rude, abusive, obnoxious, or disrespectful or which have the intent to hurt the reputation of another person;
 - 6. Intimidating or harassing others;
 - 7. Fighting, stalking or any unlawful violent act.
- B.** Violence, harassment and disruptive behavior directed against others are strictly prohibited and constitute serious misconduct. The Department will take direct and immediate action to prevent such behavior, and will investigate all reported instances of such behavior.

III. REPORTING PROCEDURES

- A.** It is the responsibility of every employee who believes he or she has been the victim of or a witness to, a violation of this policy, to immediately report the matter to their supervisor. Where this is not practical or the alleged offender is their supervisor, the complaint may be made with another supervisor, any command level staff, any bureau chief, or the Chief of Police, without regard to chain of command.
- B.** Employees who become aware of possible violations of this policy, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this General Order.
- C.** Even without an actual threat, any behavior witnessed which could be regarded as threatening or violent, when the behavior is job related, must be reported.
- D.** Any employee who has been granted an order of protection or any other form of court order, which lists any Department location as being a protected area, must provide a copy of such order to the Chief of Police on the day of issue.
- E.** It is prohibited to retaliate against anyone that reports, in good faith, or assists in the investigation of a violation of this policy. Anyone who retaliates against a person who reports, or assists in, an investigation of a violation of this policy will be subject to appropriate disciplinary action up to and including discharge from employment.

IV. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

- A.** All supervisors and commanders, as part of their job requirements, are responsible for preventing and eliminating known situations that could potentially lead to a violation of this policy in their respective Bureau, Division, Unit, or Section.
- B.** Any complaint of a violation of this Order will require the immediate attention of the supervisor to whom it is reported so steps may be taken to protect the employee from further threats or potential harm and to prevent retaliation of any kind against the person reporting the violation.
- C.** Any supervisor who receives a complaint of a violation of this policy, or who learns of a violation of this policy, will immediately document the complaint or incident by submitting an Officer's Report or Civilian Employee's Report to the Chief of Police. This report will include details of the complaint or incident including, at a minimum:
 - 1. A statement of facts on which the complaint and/or report of the violation is based;
 - 2. A description of any evidence, presented to or otherwise known about by the supervisor, supporting the complaint and/or report of the violation. These may include but are not limited to:
 - a. Notes or letters sent by the alleged violator;
 - b. Email sent or voice mail messages left by the alleged violator;
 - c. Photographs sent by the alleged offender;
 - 3. Identification (names, descriptions, work assignments, etc.) of all persons involved in the reported violation. This should include all known victims, offenders and witnesses;
 - 4. Specific description(s) of the reported violation;
 - 5. Date(s) on which the violation was reported to have occurred;
 - 6. The date and time the violation complaint was made to the supervisor, and/or the date and time they became aware of the violation, along with any preventative action(s) taken as mandated in "IV, A" of this General Order.
- D.** The Chief of Police, utilizing the Office of Professional Standards, and working with the City of Rockford Director of Personnel, is responsible for the coordination of investigations involving reported violations of this policy.
- E.** Generally, the Commander of the Office of Professional Standards will conduct investigations of reported violations. The Chief of Police will decide if and when another person, or additional Department personnel, will be assigned to conduct or assist with these investigations and who the personnel will be.
- F.** If a complaint involves allegations of criminal activity, the Chief of Police will determine if the alleged criminal offense will be investigated by the Rockford Police Department or an outside agency.

- G.** If, during an investigation of a reported violation of this policy, evidence of any serious criminal offense is found, the Chief of Police or a person designated by the Chief, will report the offense to the States Attorney's Office.
- H.** All internal investigations involving reported violations of this policy will be conducted following procedures established by Department policy and/or any collective bargaining agreements protecting affected personnel.
- I.** After appropriate investigation, any employee found to have violated this policy will be subject to disciplinary action up to and including discharge from employment.
- J.** The Chief of Police, working with the Director of Personnel, will identify and make recommendations on correcting any training deficiencies, unclear policy issues and/or undesirable work conditions believed to have contributed to any incident of workplace violence.

V. EFFECTIVE DATE

- A.** The Department's policy on workplace violence became effective on June 7, 2004.

VI. REVIEWS, REVISIONS AND CANCELLATIONS

- A.** This General Order will be reviewed each **February** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B.** This order is a revision of and supercedes General Order **1.03 – Workplace Violence** issued June 7, 2004.
- C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police