

## RESOLUTION 97-05-22B

**GRANT COUNTY PERSONNEL POLICY REGARDING  
PROHIBITION OF WORKPLACE THREATS AND VIOLENCE**

WHEREAS, the Grant County Board of Commissioners ("Commission") desires a policy which prohibits workplace threats and violence towards County employees; and

WHEREAS, this personnel policy should be adopted by Resolution amending the Grant County Employment Manual (hereinafter "Employee Manual"), adopted by the Grant County Commissioners on March 19, 1992, which is filed in the Office of the County Clerk of Grant County, New Mexico, May 6, 1992, and recorded in Miscellaneous Records Book 230, Pages 4557-4632.

NOW THEREFORE, BE IT HEREBY RESOLVED that Grant County is committed to enforcing a policy prohibiting threats and violence towards County employees in the workplace, which shall become a part of the Grant County Employee Manual, as follows:

**POLICY PROHIBITING THREATS AND VIOLENCE IN THE WORKPLACE****I. Purpose:**

To provide employees with a workplace free from threats and violence.

**II. Policy Regarding Workplace Threats and Violence**

A. Employees are encouraged to solve problems at the initial level and an "open door" policy will be in effect.

B. There will be zero tolerance for all threats and violence. All acts of violence, stalking, harassment, and threats will not be tolerated.

C. All reports will be investigated.

D. Failure to comply with the policy will result in disciplinary action up to and including termination.

E. All threats must be reported to your immediate supervisor.

This policy shall apply to the actions of all County employees, elected and appointed officials, volunteers, and contractors.

Workplace Threats and Violence Policy Resolution  
5/1/97-F4

Filed for record on the 23 day of May, A.D., 1997 at P.M. 3:04  
Lahiri Ramar  
County Clerk

### III. Workplace Threats and Violence Complaint Procedures

All threats should be taken seriously and reported to your immediate supervisor. Employees may use the suggestion box to report threats. All reports will then be investigated.

All records pertaining to reports of threats or violence in the workplace shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought. Employee records may be disclosed to appropriate parties in the event criminal proceedings are initiated or in the event they are relevant to prosecute or defend any action concerning disciplinary proceeding.

A. Employees of Grant County are encouraged to resolve complaints of workplace threats and violence with the lowest level supervisor who is independent of the complaint and has supervisory authority over the person who is alleged to have committed the violent act or threat ("the alleged harasser"). The supervisor shall document the complaint and shall provide a copy to the complaining employee and to the County's personnel office in the office of the County Manager.

B. The immediate supervisor who is independent of the complaint and has supervisory authority over the alleged harasser shall meet with the alleged harasser immediately and in no event more than three (3) working days from the filing of the complaint. The purpose of the meeting will be to investigate the matter and, if necessary, to take prompt corrective action, in accordance with the Employee Manual, adopted on March 19, 1992, and the applicable current Agreement between Grant County and the American Federation of State, County and Municipal Employees, Blue-Collar/Clerical or Peace Officers' Bargain Units ("Labor Agreement") and with all future revisions thereto. The investigation shall be complete, confidential, and well documented. The principles of progressive discipline, up to and including termination from County employment, shall be followed by the supervisor for a person who is determined to have violated the workplace threats and violence policy. The discipline will vary depending on the basis of the complaint. The supervisor shall document the results of the investigation and shall forward a copy of the results to the County's personnel office, in the office of the Grant County Manager, which shall retain a copy of the results in the employee's personnel file in accordance with the applicable Labor Agreement.

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PASSED, APPROVED AND ADOPTED by the Board of Commissioners of Grant County,  
New Mexico, this 22nd day of May, 1997.

BOARD OF GRANT COUNTY  
COMMISSIONERS

Manuel T. Serna  
Manuel T. Serna, Chairman

Zeke Santa Maria  
Zeke Santa Maria, Member

Carl W. Scholl  
Carl W. Scholl, Member

ATTEST:

Gabriel Ramos by: C. Hernandez-Gonzalez  
Gabriel Ramos  
Grant County Clerk  
Deputy

STATE OF NEW MEXICO  
County of Grant  
I hereby certify that this instrument  
was filed for record on the 23  
day of May A.D., 1997  
at 3:04 o'clock P.M. and duly  
recorded in book 334 of the records  
of Musc.  
at page 3833-35  
Witness my hand and seal of office  
Gabriel Ramos  
COUNTY CLERK, GRANT CO., N.M.  
Jose Villagab Deputy

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