

**COAL CITY PUBLIC LIBRARY DISTRICT
VIOLENCE PREVENTION POLICY**

APPROVED BY BOARD OF TRUSTEES

3-12-19

***Denotes Legal Language**

POLICY STATEMENT

The Coal City Public Library District Board of Trustees is concerned with and committed to employees and users' safety and health. The Board refuses to tolerate violence in the library and will make every effort to prevent violent incidents from occurring. Where possible, the Board will provide adequate authority and budgetary resources so that safety goals and responsibilities can be met.*

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee in the course of their work related duties is subjected to a threat, whether verbal or physical, an intentional display of force, intentional physical contact or stalking. Acts of violence will be thoroughly investigated and appropriate action will be taken, including involving law enforcement when warranted. There will be no discrimination against victims.

RESPONSIBILITY

The Library Director has the authority and responsibility for implementing the Violence Prevention Policy for the Library. The Library Director will also be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence.

All department heads and charge people are responsible for implementing and maintaining the Policy in their work areas and for answering employee questions about the Policy. All employees are responsible for:

- A. Prompt and accurate reporting of all violent incidents, whether or not, physical injury has occurred.
- B. Helping to create an environment of mutual respect for each other as well as patrons.
- C. Assisting in maintaining a safe and secure environment.
- D. Using safe work practices.
- E. Following all directives, policies and procedures.

This Policy ensures that all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the Library.

COMPLIANCE

The Library Director will use the following actions to ensure compliance with the Policy and procedures on workplace security by:

- A. Informing employees, department heads and charge people about the Policy.
- B. Evaluating the performance of all employees in complying with the Policy.
- C. Empowering employees to perform work practices which promote security.
- D. Providing training to employees.
- E. Disciplining employees for failure to comply.

The Library Director is required to maintain a safe healthy and secure library using open two-way communication between all employees.

RECORD KEEPING

Record keeping, i.e., incident and inspection reports and surveys are required. Periodic assessments, updates and reviews will be done and recorded.

WORKPLACE SECURITY INSPECTIONS

Periodic inspections will be performed to identify and evaluate security hazards and threats of violence.

TYPES OF VIOLENCE

Violence takes several forms, including verbal threats, threatening behavior or physical assaults. It can be classified as to “type” depending on the relationship of the assailant to the staff person or the Library such as:

- A. Violence by Strangers
- B. Violence by Users
- C. Violence by Co-workers
- D. Violence by Personal Relations i.e., Order of Protection

ASSESSMENTS TO PREVENT VIOLENCE

In order to prevent workplace violence necessary assessments of the types of violence described in this Policy will be made. To accomplish this, good record keeping, communication, procedures and training are required.

WORKPLACE SURVEY

The Library Director will annually distribute an employee survey on violence hazard assessment to all employees to identify any issues that were not noted in the records review or security inspections.

TRAINING AND INSTRUCTION

All employees shall have training and instruction on general and job-specific security practices. Additional training and instruction will be made to all personnel whenever the Library Director is made aware of a new or previously unrecognized security hazard.

THREAT ASSESSMENT

The Board is committed to a nonviolent environment for all employees and users. The Board affirms the Library’s responsibility to report and respond to potential signs or threats of violent behavior as well as outline the procedures.

Threat Assessment is based on the judgement that certain conduct may be a sign of violent behavior. Staff shall be able to recognize unacceptable conduct and use standardized responses to those identified. Assessments and evaluations are based on the level of the risk posed.

Staff and user conduct is covered in the Personnel, Computer and Internet, Firearms, Library Parking Lot, Unattended Children and Patron Use and Behavior Policies.

WHAT TO DO

Staff that witness what they feel is an imminent threat to safety should call 911 immediately. If the threat is not imminent staff should follow procedures to report. If the Library Director or Charge Person would like a professional opinion the Coal City Police can be called on the non-emergency number to assess the situation. The Library Director will report repeated suspicious behavior to the Coal City Police Department.

SUICIDE THREATS

Suicide threats are a cause for concern. Suicidal behavior is a sign of underlying psychological problems and a warning sign for actual suicide. Library staff is trained to identify behavior, but is not trained to handle or evaluate suicide situations.

If staff observe a patron or employee threatening suicide they will immediately call 911. Then inform the Library Director or the charge person who will, in the case of a minor, contact the parent if possible as well.

HAZARD ASSESSMENTS

The Library Director will perform hazard assessments for library security by using the following:

- A. Record keeping.
- B. Review of periodic security inspections.
- C. Threat assessment techniques.
- D. Security procedures.
- E. Security Policy.

The results will identify violence and security issues. The director will make recommendations to the board, if necessary.