

ORIGINAL

DELAWARE COUNTY BOARD OF COMMISSIONERS

A RESOLUTION AMENDING THE DELAWARE COUNTY, INDIANA
PERSONNEL POLICY HANDBOOK

WHEREAS, Delaware County, Indiana is an Equal Opportunity Employers; and

WHEREAS, it is the intent of Delaware County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations; and

WHEREAS, Indiana Code 34-28-7 went into effect on July 1, 2010; and

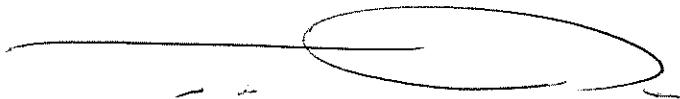
WHEREAS, Delaware County, Indiana provides Delaware County employees with information about established terms and conditions of employment and employee benefits.

NOW, THEREFORE BE IT RESOLVED AND ESTABLISHED BY THE COUNTY OF DELAWARE, INDIANA BOARD OF COMMISSIONERS THAT:

The following Section Revisions (attached) of the Delaware County Personnel Policy Handbook are hereby adopted this 15 day of November, 2010; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or written personnel policies and procedures in stated Sections.

- Section 7.7 Security of Premises
- Section 7.10 Workplace Violence

BOARD OF COMMISSIONERS
DELAWARE COUNTY, INDIANA



Todd Donati, President

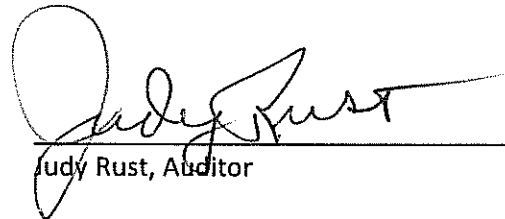


Don Dunnuck



Larry Bledsoe, Jr.

ATTEST:



Judy Rust, Auditor

7.7 Security of Premises

Delaware County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the control, possession, transfer, sale, or use of such materials on its premises. However, effective July 1, 2010, Indiana Code 34-28-7 allows appropriately licensed employees to bring firearms and ammunition onto County property as long as the weapon and ammunition are locked in a glove box or trunk or stored out of plain sight in the employee's personal locked vehicle. This exception does not apply to employees driving or riding in County vehicles where firearms and ammunition are prohibited.

Employee of a penal facility (Delaware County Jail) and employees of a child caring institution or other County facilities listed in Ind. Code 34-28-7-2(a)(2) do not have these rights. Except for law enforcement officers authorized to carry firearms, employees working in these types of facilities shall not bring firearms or ammunition onto County property including in their personal vehicles.

Employees who intend to possess a firearm, ammunition, and the possession of other weapons in their personal vehicle while on County property shall complete a County Firearms Notification Form and submit a copy to the County Human Resources office before bringing the firearm, ammunition, or other weapon on County property.

The County prohibits the possessions of firearms, ammunition, and the possession of other weapons by persons other than County employees and the law enforcement officers on County property. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice.

(Page 74 of the Delaware County Personnel Policy Handbook)

7.10 Workplace Violence

The safety and security of Delaware County employees and customers is very important. It is the intent of the County to provide a workplace for all employees which is free of violence. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Workplace violence includes, but is not limited to, intimidation, threat, physical attack or property damage. These terms are defined as follows:

- "Intimidation" includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress.
- "Threat" is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the person communicating the threat has presented the ability to carry it out and without regard to whether expression is contingent, conditional, or future.

- “Physical attack” is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, throwing objects, firing a weapon, causing an explosion of hazardous materials, or discharge of hazardous substances.
- “Property damage” is intentional damage to property, which includes property owned or leased by the County, employees, visitors, or vendors.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on County-owned or leased property may be removed from the premises. Additionally, possession of illegal firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the County without proper authorization as stated in *Section 7.7 Security of Premises of this Personnel Policy Handbook*.

Threats, threatening behavior, or acts of violence executed off County-owned or leased property but directed at County employees or members of the public while conducting official County business, is a violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, FAX, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include termination of employment, and may also result in arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from County-owned or leased premises, termination of business relationships with the individual(s), arrest, and prosecution of the person(s) involved.

Employees are responsible for notifying their elected official/department head of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on County-owned or leased property or in connection with County employment.

Any employee who receives a protective or restraining order that lists County-owned or leased premises as a protected area is required to provide their elected official/department head with a copy of such order.

If an emergency exists, contact the police department at 911, and notify your supervisor. If not an emergency, employees should inform their elected official/department head. If the elected official or department head is unavailable or if the nature of the complaint is such that the employee does not believe he/she can discuss it with the elected official/department head, the employee may bring concerns to the County Commissioners.

Employees who act in good faith by reporting real or implied violent behavior violations of this policy need not fear retaliation.

(Page 75 of the Delaware County Personnel Policy Handbook)