

Consider adopting violence in the work place policy for the County.

Moved: Commissioner Hays

Seconded: Commissioner Boatright

Motion: To adopt violence in the work place policy for the County.

Vote: Motion carried 4 - 0

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WORKPLACE VIOLENCE POLICY  
WILLIAMSON COUNTY

- A. Williamson County has a policy of "Zero Tolerance" toward workplace violence, meaning that no violent acts, threats, or suggestions of violence will be tolerated. Possession of firearms or other weapons by unauthorized persons on county premises will result in immediate dismissal and possible prosecution.
- B. Employees who violate this policy will be subject to immediate disciplinary action, possibly including dismissal from employment, as well as criminal prosecution, if warranted. Members of the general public exhibiting violent or threatening behavior will be subject to legal action.
- C. Officials, department heads, supervisors, and other employees must report any violent acts, threats, or suggestions of violence as soon as they occur. Comments made allegedly "in jest" should be reported and reviewed. Ignoring early signs of workplace violence is the biggest single mistake that co-workers and managers make.
- D. Direct threats, violent actions, or reports of weapons on county premises should be reported at once in the following manner, according to the place of occurrence:
1. Main Courthouse-call sheriff at ext. 3111 or 3172;
  2. Courthouse Annex-call bailiff at ext. 4325 or sheriff at ext. 3111 or 3172;
  3. Other County Buildings-call 911.
- Actual injuries must be reported immediately to 911.
- E. Indirect threats or other potentially violent behavior, including "jokes" with hints of violence, should be reported to the official or department head, who then should contact the County Attorney at ext. 3130 or the Human Resources Director at ext. 3338. When in doubt as to whether a situation justifies calling for immediate law enforcement assistance, employees should go ahead and contact the sheriff or 911 as appropriate.
- F. Examples of violent or potentially violent behavior include but are not limited to the following:
1. Carrying weapons on county premises;
  2. Physical assault of any person on county premises;
  3. Comments or suggestions involving threats or intimidation;
  4. Telephone threats or harassment.
- G. Dismissals and other disciplinary action associated with this policy should be implemented in the presence of a law enforcement officer. Employees dismissed or suspended in violation of this policy must remove their personal belongings and return keys or other county property immediately following the disciplinary action.
- H. Employees dismissed or suspended in accordance with this policy must be barred from county premises and should receive a notice in writing to this effect. The notice should be given to the employee in the presence of a law enforcement officer.
- I. The notice barring the employee from county premises should also state that future communications from the employee must be directed only to the Human Resources Director at 930-3338.
- J. Employees with questions about this policy may contact the Human Resources Director at ext. 3338 or the County Attorney at ext. 3130.

Approved 7-15-97  
John C. Daefler

July 15, 1997

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Consider approving the following fixed assets from Road & Bridge to be sold in the next County Auction:

- (1) #633 1986 Chevy Pickup 1500  
(1) #607 1986 GMC Pickup 1500

Vin #1GCBC14H2GS166156  
Vin #1GCD14H7GS177934

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# CHANGE OF FIXED ASSET STATUS

DATE

7-8-97

THE FOLLOWING FIXED ASSET IS TO BE (Circle One)

TRANSFERRED

SOLD

DISPOSED

Auction

## FIXED ASSET

Quantity	Description	Model	Serial #
#633 1	1986 Chevy P.U. 1500	1GCBC14H2GS166156	
#607 1	1986 GMC P.U. 1500	1GCD14H7GS177934	

FROM (Transferor): Williamson County Unified Road System

TO (Transferee): Auction 7-10-97

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

[Signature] Transferor - Elected Official/Department Head

Approved 7-15-97  
John C. Daehler

Transferee - Elected Official/Department Head