

Consider revising workplace violence policy and review plans for related training.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To approve revising workplace violence policy and review plans for related training.

Vote: 5 - 0

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HUMAN RESOURCES DEPARTMENT
Williamson County Courthouse
710 Main St., Second Floor
Georgetown, Texas 78626
Phone: 512/943-1625

April 17, 2000

MEMORANDUM

TO: OFFICIALS/DEPARTMENT HEADS
FROM: JOHN WILLINGHAM
SUBJECT: TRAINING ON WORKPLACE VIOLENCE

*Approved 4-25-00
John C. Doerfler*

Attached please find a draft of a revised workplace violence policy that provides somewhat more flexibility in dealing with threats and violent activity. We have recently designated a team to handle such problems, and we have arranged for an expert in the field to conduct training for you and your supervisors so you can recognize early warning signs and understand the best way to deal with complaints. The team includes legal, human resources, law enforcement, and psychological counseling representatives.

This is an important issue these days, and not only because of widely publicized national incidents. We, too, have had some disturbing incidents, and it is extremely important for you and your supervisors to try to attend one of the two-hour sessions scheduled below in the Commissioners Courtroom:

April 28, 9-11	May 12, 2-4
April 28, 2-4	May 19, 9-11
May 5, 9-11	May 19, 2-4
May 5, 2-4	June 2, 9-11
May 12, 9-11	June 2, 2-4

Each session has a limit of 12-15 persons, so please take that into consideration when you submit names for specific sessions. Please try to give us a list of your attendees by Monday, April 24. It is especially important to get your replies in early if you want to participate in the first sessions on April 28. You may also call Kay Eastes at 943-1625 with your information.

Thank you very much for your interest in this training. Our own safety and that of our employees could be greatly enhanced if we all participate fully in this activity.

SAFE AND RESPECTFUL WORKPLACE POLICY
WILLIAMSON COUNTY

- A. It is the policy of Williamson County to promote a safe and respectful environment for its employees. The County will work with officials, department heads, and their employees to maintain a work environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.
- B. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately.
- C. Examples of such behavior include but are not limited to the following:
1. Carrying unauthorized weapons on county premises;
 2. Physical assault of any person on county premises;
 3. Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or harassment;
- D. Employees who violate this policy will be subject to removal from the premises or 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 removal or legal action, as appropriate.
- E. Officials, department heads, supervisors, and other employees must report any violent, harassing, intimidating, or other disruptive behavior, or the presence of weapons, at once. Recognizing early signs of workplace violence is extremely important in preventing it.
- F. Direct threats, violent actions, or reports of weapons on county premises must be reported at once by calling 911, or in the following manner, according to the place of occurrence:
1. Main Courthouse-call Joe Pondrom at 943-1641 or 943-1601 x 7015;
 2. Courthouse Annex-call security desk at 943-1294 or sheriff at 943-1402;
 3. Other County Buildings-call 911.

Actual injuries must be reported immediately to 911.

- G. 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 943-1111 or the Human Resources Director at 943-1625. 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.
- H. Dismissals and other disciplinary action associated with this policy may be implemented in the presence of a law enforcement officer. Employees dismissed or suspended in violation of this policy may be required to remove their personal belongings and return keys or other county property immediately following the disciplinary action.
- I. Employees dismissed or suspended in accordance with this policy may 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.

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- J. 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 943-1625.
 - K. Employees with questions about this policy may contact the Human Resources Director at 943-1625 or the County Attorney at 943-1111.
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Discuss and take any appropriate action concerning fencing of boundary between 558.26-acre county park tract and 331.979 acre Nelson tract.

Moved: **Commissioner Limmer**

Seconded: **Judge Doerfler**

Motion: To approve paying the cost for dozing and fencing not to exceed ½ of \$2.25 per linear foot.

Vote: 5 - 0

<Clerk Copy Here>

TOM E. NELSON, JR.
3404 GLENVIEW AVENUE
AUSTIN, TEXAS 78703

COPY

(512) 467-9666
FAX (512) 467-8558

April 7, 2000

Honorable David S. Hays
Williamson County Commissioner
Precinct 3
1900 Georgetown Inner Loop, Suite C
Georgetown, Texas 78626-6339

RE: Fencing of Boundary Between 558.26 Acre Williamson County Park Tract
331.979 Acre Nelson Tract

Dear David,

I am enclosing the following items relating to the boundary between the Williamson County park tract and my 331.979 acres adjoining to the south:

- 1) Survey plat and field notes of my 331.979 acres from a survey by William H. Ramsey on January 15, 1999.
- 2) Field notes marked "Exhibit A" which are a result of the survey of the 558.26 acres by Castleberry Surveying Company and are the metes and bounds description used in the deed from the Mayfield Estates to Williamson County.
- 3) An aerial photograph showing the approximate location of the boundary between these two properties.

Yesterday, you and I located this boundary on the property which is visible in the cut through the brush made by the surveyors. As you can see on the plat and accompanying field notes, the boundary between these properties is a single straight call – 6,209.28 feet - from CR 175 (Sam Bass Road) to the western edge of the properties. We discussed the immediate need for a fence between these properties so that the continued grazing of my tract by the Davidson Brothers will not interfere with the County's development of the park site. I met with A. D. Wallace, the fencing contractor that built the fence for the Milburn Company on the Stone Oak tract to the west, who said he could begin building a fence to separate these properties within thirty (30) days and estimated the project would take approximately three weeks due to the very rocky terrain.

I need guidance from the County as to whether the fence should be located on the surveyed boundary between these properties or slightly inside my property. As we discussed, I intend to have a large bulldozer clear a 15 foot lane on my side of the boundary for access. If clearing the area for construction of the fence by bulldozer is acceptable to the County, I would recommend that Rocky Castleberry, who did the