

Effective Date: 05/01/2010

# POLICY

Cancels: Res.

**Approved by: BOCC**

See Also:

Res. # 070589

**PRO-0417-1 -HR**

**REPORTING DOMESTIC VIOLENCE**

**Action By**

**Action**

Employee

1. If imminent danger exists, call 911.
2. Should ask for assistance from a supervisor, manager, or human resources professional.
3. Should notify the supervisor, manager, or human resources professional of any safety or security concerns related to your employment, including your work assignment or work location.
4. It is recommended the employee consider contacting the Employee Assistance Program and/or other resources for assistance.
5. If a court order has been issued that prohibits the perpetrator from contacting the employee as a result of domestic violence, the employee should provide a copy of the order to the supervisor, manager, or human resources professional. It is also recommended the employee submit a recent photograph or detailed description of the perpetrator to the supervisor, manager, or human resources professional.
6. Employees who believe they have witnessed domestic violence in the workplace should notify a manager, supervisor, or human resources professional immediately.

Manager/Supervisor

7. If imminent danger exists, call 911.

Manger/Supervisor & Human Resources

8. Consult with Human Resources for advice and assistance in developing a strategy for addressing the issue.
9. Where appropriate, develop a workplace safety plan in consultation with the employee who is a victim of domestic violence, the Employee Assistance Program, Human Resources, and other appropriate resources.
10. Encourage the employee who is a victim of domestic violence to seek assistance from the Employee Assistance Program and/or other resources.
11. For safety or security reasons, consider the following assistance when requested by an employee who is a victim of domestic violence, if consistent with the practical realities of operating the business:
  - 11.1 Temporarily adjusting or changing the employee's work schedule;
  - 11.2 Temporarily changing the employee's work site;
  - 11.3 Grant accrued or unpaid leave within the provisions of county policy, and collective bargaining agreements, to allow employees who are victims of domestic violence to obtain medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;
  - 11.4 Other assistance as may be deemed reasonable and appropriate by management.
12. If provided with a current court order prohibiting contact between the involved parties, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
  - 12.1 Cooperate with law enforcement and the Whitman County Incident Team throughout

the course of the situation.

13. To the extent possible, treat information about an employee victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.
14. Take reasonable and practical steps to provide for the safety of other people present in the workplace.
15. If there is reason to believe a crime has been committed, call the police and cooperate with any police investigation.
16. Determine whether an employment investigation should be conducted. (Note: To the extent possible the employment investigation should be conducted in a manner that will not interfere with any criminal investigation.)
17. Impose corrective action or discipline as appropriate.
18. Consult the Whitman County Workplace Violence Prevention policy