DEPARTMENT OF CORRECTIONS

Policy Number:	**105.040**
Title:	**Workplace Violence Prevention and Response**
Effective Date:	**6/15/21**

PURPOSE: The DOC is committed to providing a safe work environment for our employees that is free from violence, and from threatening and intimidating conduct. The DOC has zero tolerance for workplace violence.

Workplace violence prevention and response is managed according to Department of Corrections policies and Minnesota Management and Budget (MMB) HR/LR Policy 1444 "Workplace Violence Prohibited."

APPLICABILITY: Department-wide.

DEFINITIONS:
Workplace violence: Violent acts, including physical assaults and threats of assaults, directed toward persons at work or on duty.

PROCEDURES:

A. Reducing risk of workplace violence through process and procedure (administrative controls)

1. Employees must report incidents of workplace violence, including threatening behavior, according to Policy 300.300, "Incident Reports." The appointing authority/designee:
   a) Assigns a designated management team to review incidents of workplace violence and identify preventive measures in accordance with DOC policy;
   b) Allocates the appropriate resources to implement preventive measures;
   c) Implements preventive measures; and
   d) Documents findings, recommendations, and preventive or corrective measures and submits that to the appropriate deputy commissioner for review.

2. The appointing authority ensures new and revised policy, operating guidelines, post orders, and procedures do not increase the risks of workplace violence. See Policy 100.100, "Policies, Procedures, and Post Orders."

3. Security systems
   a) Controlling access to potential weapons
      See Policies 301.100, "Weapons Control," 301.040, "Tool Control," 103.2216, "Corrections Officer Standardized Equipment," and 103.135, "Personal Firearms."
   b) Preventing unauthorized access
      See Policies 301.060, "Access Control Devices (Key Control)," and 103.0131 "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons."
   c) Assigning custody classification based on objective criteria that includes behavior history
      See Policy 202.100, "Classification System."
   d) Providing safety guidelines for Field Services staff when conducting visits with supervisees.
      See Policy 201.012, "Safety – Field Services."
   e) Providing guidelines on the use of force, restraints, and restrictive procedures to effectively respond to non-compliant and potentially violent behavior.

See Policies 301.081, "Use of Force and Restraints – Adult" and 301.079, "Juvenile Restrictive Procedures."

f) Providing standard operating procedures for use during all emergencies and non-routine incidents.
See Policies 301.140, "Incident Command Systems," and 301.149, "Incident Management Team."

4. Emergency preparedness
See Policies 301.160, "Emergency Plans," 301.165, "Armed intruder and Active shooter," 301.180, "Terrorist Response – Facilities," and 301.170, "Terrorist Response – Central and Field Offices."

5. Human resource systems
See Policies 103.014, "Background Checks for Applicants and Current Employees," 103.0141, "Employees Who Are the Subject of Criminal Investigation, Arrest, and/or Conviction," 103.218, "Office of Professional Accountability," 103.220, "Personal Code of Conduct for Employees" (see especially section O), and 103.225, "Fact-Finding Process and Discipline Administration."

B. Reducing risk of workplace violence through physical plant (engineering controls)

1. Employees must report failed, defective, inoperable, or otherwise compromised security devices, lighting, and other facility structures identified during a scheduled inspection or observation. Employees identifying such devices or structures must enter an Archibus work request for all repairs, submit an incident report, and notify the on-duty watch commander, in accordance with Policy 301.050, "Security Systems Inspections (SSI)."

a) Safety inspections are conducted in accordance with Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)."

b) Security inspections are conducted in accordance with Policies 301.055, "Security Rounds," and 301.050, "Security Systems Inspections (SSI)."

c) Work requests are submitted in accordance with Policy 300.400, "Physical Plant Maintenance."

2. The physical plant director/designee ensures work is completed in a reasonable time frame based on the hazard, in accordance with Policy 300.400, "Physical Plant Maintenance."

3. At locations where Archibus is not used, the appointing authority establishes an alternative system for reporting and correcting identified problems.

C. Reducing risk of workplace violence through staffing and training
The appointing authority/designee must ensure:

1. Appropriate staffing levels are assigned and maintained;

2. Training is provided for staff in accordance with Policy 103.400, "Employee Development Management;"

3. All employees have a standardized knowledge level regarding the department's policies, organizational structure, and programs, along with the mission, values, and expectations in accordance with Policy 103.420, "Pre-Service and Orientation Training," and 103.410, "In-Service Training."

4. Staff are fit to perform the essential functions of their position in accordance with Policy 103.226, "Fitness for Duty;" and

5. Operational changes are made when an appropriate level of trained staff is not available (For example, if a facility does not have an appropriate number of staff on hand to safely supervise a work area, then that work area would be closed);

D. Reducing risk of workplace violence by having a positive impact on behavior.

1. Those in our population must be informed of zero tolerance for violence at intake and upon admission to a facility.

2. Individuals must be informed of expectations and consequences through Policies 202.051, "Offender Handbook," and 202.050, "Offender/Resident Orientation."

INTERNAL CONTROLS:

A. Documents findings, recommendations, and preventive or corrective measures regarding workplace violence that are submitted to the appropriate deputy commissioner for review are retained by that deputy commissioner's office.

B. Documents required by other policies are retained in accordance with the related policy.

ACA STANDARDS: None

REFERENCES:

US Dept. of Labor, OSHA Enforcement Procedures and Scheduling for Occupational Exposure to Workplace Violence, CPL 02-01-058
National Institute for Occupational Safety and Health (NIOSH) publication "Violence in the Workplace"
Minn. Stat. § 15.86
State of Minnesota, Minnesota Management and Budget (MMB) HR/LR Policy #1444, "Workplace Violence Prohibited"
State of Minnesota, MMB, HR/LR Memo 2021-2, "Workplace Violence Prevention and Response"
Policy 100.100, "Policies, Procedures, and Post Orders"
Policy 103.0131 "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons"
Policy 103.014, "Background Checks for Applicants and Current Employees"
Policy 103.0141, "Employees Who Are the Subject of Criminal Investigation, Arrest, and/or Conviction"
Policy 103.135, "Personal Firearms"
Policy 103.218, "Office of Professional Accountability"
Policy 103.220, "Personal Code of Conduct for Employees"
Policy 103.2216, "Corrections Officer Standardized Equipment"
Policy 103.225, "Fact-Finding Process and Discipline Administration"
Policy 103.226, "Fitness for Duty"
Policy 103.400, "Employee Development Management"
Policy 103.410, "In-Service Training"
Policy 103.420, "Pre-Service and Orientation Training"
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 201.012, "Safety – Field Services"
Policy 202.050, "Offender/Resident Orientation"
Policy 202.051, "Offender Handbook"
Policy 202.100, "Classification System"
Policy 300.300, "Incident Reports"
Policy 300.400, "Physical Plant Maintenance"

Policy 301.040, "Tool Control"
Policy 301.050, "Security Systems Inspections (SSI)"
Policy 301.055, "Security Rounds"
Policy 301.060, "Access Control Devices (Key Control)"
Policy 301.079, "Juvenile Restrictive Procedures"
Policy 301.081, "Use of Force and Restraints – Adult"
Policy 301.100, "Weapons Control"
Policy 301.140, "Incident Command Systems"
Policy 301.149, "Incident Management Team"
Policy 301.160, "Emergency Plans"
Policy 301.165, "Armed intruder and Active shooter"
Policy 301.170, "Terrorist Response – Central and Field Offices"
Policy 301.180, "Terrorist Response – Facilities"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Reintegration and Restorative Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Research, Policy, and Organizational Performance
Assistant Commissioner, Health, Recovery, and Programming
Assistant Commissioner, Orientation, Assessment, and Program Planning