

TOMPKINS COUNTY PUBLIC LIBRARY

VIOLENCE IN THE WORKPLACE POLICY

The Tompkins County Public Library is committed to the safety and security of its employees and the public.

Workplace violence presents a serious occupational safety hazard to Library staff, guests, patrons, and the general public, and will not be tolerated. Workplace violence includes, but is not limited to, threats (verbal or physical), threatening behavior, or acts of violence against Library employees. Such acts will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an atmosphere of mutual respect for each other as well as for patrons, following all policies, procedures, and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law §27-b. All employees will participate in annual Workplace Violence Prevention Program training.

The goal of this policy is to promote the safety and well-being of all individuals in the Library workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification, according to the Library's Code of Conduct, and must have a completed incident report identifying all those involved, including witnesses. Completion of this report must occur immediately whenever possible, and always within twenty-four hours following the incident. If the incident occurs during the weekend, it may be reported on Monday morning.

All Library personnel are responsible for notifying their supervisors and the Library Director of any violent incidents and/or threatening behaviors, including threats they have witnessed, received, or have been told that another individual at the Library has witnessed or received. County incident report forms are available at:

<http://www.tompkinscountyny.gov/files/personnel/TompkinsCountyWPVIncidentReportForm121815fillable.pdf>

Paper forms are also available in the TCPL Business Office in the Library's administrative wing. A copy of the completed form will be kept in the Business Office, and a copy will be scanned to be kept on the Library's internal network (Local Area Network or LAN). Tompkins County Public Library internal incident forms for reporting violations of the Library's Code of Conduct are also found on the LAN.

Contacts:

Susan Currie, Library Director (607) 274-4557, extension 234 or (607) 279-5868 (cell)

Department Heads:

Melanie Pacelli, Head of Technical Services	extension 246
Amy Humber, Head of Information and Learning Services	extension 247
Jennifer Schlossberg, Head of Access and Circulation Services	extension 254
Sarah O'Shea, Head of Youth Services	extension 255

Business Manager:

Michelle Benjamin	extension 228
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