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## Threats/Potential Danger to Employees and Others

### 744.1 PURPOSE AND SCOPE

Employees shall utilize reasonable methods to minimize, reduce, or avoid danger to themselves and others. They are encouraged to seek assistance from other employees or outside agencies as appropriate. Employees are to plan and apply reasonable care and caution in all potentially dangerous situations, and use good judgment in balancing the requirements of job performance and safety issues.

### 744.2 THREATS TO THE EMPLOYEE

An employee shall notify his or her immediate Supervisor if, as a result of employment with the Department, the employee is assaulted, attacked or threatened, or any member of the employee's family is assaulted, attacked or threatened. The employee will seek medical attention if needed and document the incident.

Should such an incident occur, every effort shall be made to prevent further or prolonged attack or injury. Serious threats and assaults shall be reported to law enforcement. The employee shall cooperate with the Department to develop a long-range plan to minimize/eliminate the danger.

### 744.3 THREATS TO OTHERS

When any employee in the course of his or her duties becomes aware of a serious threat against the life, safety, or property of another person, that employee shall immediately report the information to his or her direct Supervisor or designee. The threat will be documented and saved in an incident report.

When any employee becomes aware of such a threat, any potential victim shall be given immediate and adequate notice of the impending danger.