

**City of Kingston**  
**Workplace Violence Prevention Policy & Incident Reporting**

The City of Kingston is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City of Kingston property 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 environment of mutual respect for each other as well as clients, 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 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The City of Kingston has identified response personnel that include a member of management and an employee representative. If appropriate, the City of Kingston will provide counseling services or referrals for employees.

All City of Kingston personnel are responsible for notifying the contact person designated below, your department head or the Police Dept. of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

After the occurrence of a workplace violence incident, the public employer shall consider global (all public employer worksites) prevention enhancements, which may be necessary to properly protect employees.

The employer is responsible for maintaining copies of reports which shall be used when the program is reviewed and updated.

Designated Contact Person:	Name:	Jackie DeCicco
	Title:	Executive Secretary
	Department	Civil Service
	Phone Number	845-334-3921
	Location	City Hall