

ILLINOIS STATE POLICE DIRECTIVE ENF-046, VIOLENCE IN THE WORKPLACE

RESCINDS: ENF-046, 2014-063, revised 09-12-2014.	REVISED: 09-17-2018 2018-014
RELATED DOCUMENTS: ENF-006, PER-030, PER-103, ROC-002, SRV-016	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Provide a safe environment for working and conducting business.
- I.B. **Not** tolerate acts of violence or threats of violence committed by or against employees on ISP property any ISP work location, or at any ISP sanctioned event.

II. AUTHORITY

820 ILCS 275/1 et seq., "Workplace Violence Prevention Act."

III. DEFINITIONS

III.A. Credible threat of violence – means a statement or course of conduct that causes a reasonable person to fear for the person's safety or for the safety of others at their workplace.

III.B. Workplace Violence - for purposes of this directive, an act or conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, abusive, or offensive work environment including behavior that:

III.B.1. Is physically assaultive;

III.B.2. Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;

III.B.3. A reasonable person would interpret as the intent to cause physical harm to an individual;

III.B.4. Involves carrying or displaying weapons (other than as prescribed by policy), destroying property, or throwing objects; or

III.B.5. Consists of a communicated or reasonably perceived threat to destroy property.

IV. RESPONSIBILITIES

Every employee is responsible for immediately reporting to their supervisor any credible threat of violence they have witnessed or received. However, if the supervisor is involved in the incident or threat or not immediately available, the employee should report to the next level supervisor.

IV.A. If an ISP employee witnesses an incident which involves or is a threat of violence on ISP property or an ISP sanctioned event, the incident must be reported through the chain-of-command.

IV.B. Any employee who has been granted an Order of Protection (OP) or restraining order that lists department locations as being protected areas must provide a copy of the order to their supervisor, on the next business day the employee returns to work.

V. PROCEDURES

V.A. Supervisors will:

V.A.1. Immediately evaluate any reports of Workplace Violence.

- V.A.2. Where possible, take appropriate action to protect the employee from further violence. Actions taken will include:
 - V.A.2.a. Summon a sworn officer or call 9-1-1 if an immediate danger exists;
 - V.A.2.b. Relocate (in a non-punitive way) the employee's work station away from public access, stairs, or elevator(s), as necessary
 - V.A.2.c. Arrange for the screening of phone calls by another person, caller ID, or voice mail, as necessary;
 - V.A.2.d. Ensure the victim is notified of their rights (OPs, departmental remedies, meet periodically with victim about this situation, etc.).
- V.A.3. Through their chain-of-command, notify the Division of Internal Investigation (DII) of any acts or threats of violence that occurred, or may occur, on ISP property.
- V.A.4. Act appropriately to safeguard any confidential information in an OP or restraining order.
- V.A.5. If necessary, conspicuously post a photograph of the respondent to the order at entrances to the victim employee's work unit.
- V.A.6. Within the limitations of staffing and organizational needs, make every effort to accommodate the needs of the victim employee to vary hours of work to:
 - V.A.6.a. Meet with advocates, counselors, and prosecutors;
 - V.A.6.b. Relocate their residence; or
 - V.A.6.c. Attend court appearances.
- V.A.7. Encourage the victim employee to develop a safety plan that may include:
 - V.A.7.a. Reviewing the safety of parking arrangements and arranging for escorts to and from the parking area and work unit;
 - V.A.7.b. Carpooling or choosing different routes of travel to and from work;
 - V.A.7.c. Sharing emergency contact information with supervisors should the employee fail to arrive at work.
- V.A.8. Offer reasonable assistance in obtaining an order of protection, not limited to liaison with the states attorney's office, transportation to the courthouse, time off work, and available counseling services through the Department.
- V.A.9. Under certain circumstances, an employer may seek an order of protection to prohibit further violence or threats of violence pursuant to specific provisions of the Illinois Workplace Violence Prevention Act (See 820 ILCS 275/15 et. seq.).
- V.B. DII will investigate all reports of violence or threats of violence occurring on ISP property unless DII is not the appropriate Division to conduct the investigation or a DII employee is involved in the situation. The Director, in concert with the DII Colonel, will then decide which entity will conduct the investigation.
- V.C. The Department will take appropriate disciplinary action when it is determined an ISP employee has violated this directive. Violations of this directive could result in reassignment of job duties, suspension, termination, and/or criminal prosecution.

| Indicates new or revised items.

-End of Directive-