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MEMORANDUM FOR EMPLOYEES OF OTERO COUNTY

FROM: Pamela S. Heltner, Otero County Manager 
SUBJECT: **WORKPLACE VIOLENCE POLICY STATEMENT**
DATE: August 30, 2018

It is Otero County's policy to promote a safe environment for its employees. Otero County is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our workplace, no workplace is immune. Disruptive behavior at one time or another could affect every workplace.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on the premises, whether he or she is an employee or not, report it immediately to a supervisor or to the County Manager. Supervisors who receive such reports should seek advice from the County Manager at 575-437-7427, regarding investigating the incident and initiating appropriate action. Threats or assaults that require immediate attention by security or police should be reported first to security at 575-439-2626 or to police at 911.

I will support all efforts made by supervisors in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the Human Resources Director, Sharon Scott at 575-437-7427.