

City of Los Alamitos Administrative Regulation

Regulation:	4.16
Title:	Workplace Violence Prevention Plan Policy
Authority:	City Manager
Date:	February 12, 2025
Revised:	

DocuSigned by:
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- 1. Purpose:** To work in conjunction with the policy of the City of Los Alamitos Workplace Violence Prevention Plan (WVPP) as outlined by the State of California Senate Bill 553. The scope is to assist with and respond to threats and/or acts of violence that occur on city owned property. This will allow the continuity of city staff and members of the Police Department to maintain organization in the event of a threat or act of violence.

- 2. Procedure:** The WVPP provides assistance, support, and resources to the employees of the City of Los Alamitos experiencing violence in the workplace and procedures on how to respond to such incidents. This plan is designed to:
 - (a) Provide guidance when dealing with incidents of workplace violence or threats of workplace violence;
 - (b) Conduct investigations related to such acts and proper dissemination of information to the correct departments;
 - (c) Promote and preserve safety and wellbeing while on the properties of the City of Los Alamitos;
 - (d) Develop individuals who can identify such threats and respond to them in an appropriate and timely manner;
 - (e) Maintain an effective WVPP through ongoing training and regular scheduled team meetings;
 - (f) Provide a mechanism of support and resources to personnel on approved leave; and
 - (g) Act as a liaison for retired personnel requesting PST services.

- 3. Response:** Prior to enacting an emergency notification in response to a workplace violence incident, each employee should notify the proper chain of command within their respective department and file a report to the appropriate party.

If deemed credible and necessary, the threat should be forwarded to the Los Alamitos Police Department for further investigation.

In the event of an in-progress workplace violence incident, refer to the procedures developed by the department in which you report to.

If the event is determined to be a life-threatening or critical incident, refer to your emergency protocols.

It is important to remember to remain calm and to follow the protocols that have been put into place by the City of Los Alamitos. Some of these protocols include, but are not limited to:

- Sheltering in place
- Utilization of the “duress” or “panic” buttons installed throughout the City of Los Alamitos buildings. Panic Alarm locations include:
 - Council Chamber – Between City Attorney and City Manager
 - City Hall 1 – Front desk
 - City Hall 2 – Reception desk
 - Police Department
 - Front desk
 - Records office
 - Holding cell
 - Pre-School – Teacher desk
 - Community Center 1 – Reception desk
- Reunification and evacuation locations (i.e. the flagpole in front of the Community Center located at 10911 Oak Street)
- Utilization of emergency response backpacks for each individual department
- Utilization of emergency response lanyards provided by the City of Los Alamitos

4. Police Department Response: It’s important to understand when to notify law enforcement for a specific response regarding workplace violence. In the event an act of violence in the workplace occurs, specifically on the properties of the City of Los Alamitos, the Los Alamitos Police Department will maintain command and control of the situation until stated otherwise. It is the mission of the Los Alamitos Police Department to provide safety and security to the community and members of the City of Los Alamitos.

5. Training: Employees within the City of Los Alamitos should be provided with training and scenarios when feasible provided either by their department heads or members of the Police Department at least once per calendar year. The following include, but are not limited to, examples of training in response to workplace violence:

- (a) Verbal explanation of what workplace violence entails.
- (b) How to report incidents or threats of workplace violence.
- (c) How to respond to workplace violence incidents.
- (d) Proper evacuation and relocation routes.
- (e) How to properly use emergency kits and radios.
- (f) Familiarization as to the locations of the city duress alarms.
- (g) Understanding the Run, Hide, Fight protocols.
- (h) When an incident is deemed to be a major incident and the employee’s role.