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STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY
SAINT PAUL 55155-1889

ZERO TOLERANCE OF VIOLENCE POLICY

Minnesota Department of Public Safety



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Thomas H. Frost
Commissioner
November, 1992

AN EQUAL OPPORTUNITY EMPLOYER



STATEMENT OF COMMITMENT

The Department of Public Safety is committed to a policy of zero tolerance of violence. This policy seeks to eliminate any potential for violence in the workplace by affecting the attitudes and behaviors of people that the department serves.

This department will not tolerate violence on or around department premises either by or against employees or members of the public. This department also will not tolerate discrimination or harassment against any employee, applicant for employment or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, civil service status, national origin/ancestry, or political opinions or affiliations.

It is the policy of this department that all employment and service practices are free from abuse, harassment and discrimination. Specific effort will be made through employee development activities to heighten staff awareness of abuse and violence issues.

This department's zero tolerance will be implemented through an on-going program to educate employees and members of the public on violence issues. Each department employee is expected to not engage in nor tolerate any abuse or violence in the workplace and to affirmatively treat other human beings with the same respect and dignity with which each wishes to be treated. Any employee of the Department of Public Safety who does not comply with the policies set forth in this statement will be subject to the appropriate corrective action, up to and including dismissal.

RESPONSIBILITIES FOR ANTI-VIOLENCE PROGRAM

The Commissioner of Public Safety is responsible for establishing and maintaining a program which seeks to eliminate violence within the Department of Public Safety and those served by the Department. A description of the

program will be on file with the Legislative Reference Library and will include the Department's plan for encouraging the elimination of violence.

The **Affirmative Action Officer** has been designated by the Commissioner to be responsible for the development, implementation and monitoring of the department's anti-violence program. The Affirmative Action Officer will write and update the anti-violence program, monitor the Department's progress in eliminating violence in the workplace, and promote anti-violence in the attitudes and behavior of the people that are served by the Department.

The **managers and supervisors** of the Department are responsible for implementing this policy, enforcing compliance with the anti-violence program, and encouraging staff to promote anti-violence with the public.

All **employees** are responsible for conducting themselves in accordance with the anti-violence policy and program. Employees should encourage anti-violent attitudes and behaviors in fellow employees and members of the public who are served by the Department.

DISSEMINATION OF THE ANTI-VIOLENCE PROGRAM

The greatest impact of the anti-violence program will be achieved through the communication of the goals and expectations of the program. Communication of the program will occur both inside and outside the Department.

The anti-violence policy and program will be posted on the employee bulletin board in each work location. A description of the program will also be included in the orientation materials given to each new employee.

A statement of the Zero Tolerance of Violence Policy will be posted in the public areas of each work location.

IMPLEMENTATION OF THE PROGRAM

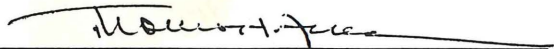
The following methods will be used to promote the anti-violence policy:

1. Information will be made available in printed form and through the presentation of speakers on: Self-defense; battered spouses - the problem and available resources; workplace safety; physical safety information from Capitol Security and other agencies; and other related topics.
2. An employee in each building will be designated to be the liaison with building maintenance workers and will be responsible for reporting burned out lights, slippery floors and other physical plant issues which affect employee safety.
3. All employees who are in the work area after hours and on weekends will be continuously encouraged to use the escort service provided by Capitol Security.
4. The telephone number for Capitol Security will be posted on the employee bulletin boards in each work area.
5. The Department's Zero Tolerance of Violence Policy will be posted in the public area of each work location.
6. Supervisors will be requested to discuss the Zero Tolerance of Violence Policy and plan with staff through regularly scheduled meetings or separate meetings dealing solely with this subject.

7. All employees are encouraged to promptly report incidents of violence to the appropriate manager or other authorities. The Affirmative Action Officer should be advised of any issues in the workplace which require investigation or corrective action.

I hereby appoint the Affirmative Action Officer, David Ellis, to be responsible for monitoring the Department of Public Safety's compliance with the Zero Tolerance of Violence Policy. He is responsible for developing, implementing and monitoring all activities regarding this policy and their effectiveness. If employees or members of the public believes this policy has been violated, they should immediately contact David Ellis at 316 Transportation Building, St. Paul, Minnesota, 55155 or call (612)296-3899; TTD: (612)297-2100.

Dated: November 9, 1992



Thomas H. Frost
Commissioner of Public Safety