

Complaint forms and additional information is available on the web by clicking the **Office of Diversity** button at: www.milwaukee.gov/der. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report it or refuses to cooperate with the investigation.

Threat Assessment & Response Team

Purpose: A Threat Assessment & Response Team is an ad hoc team that is convened to assess a potential workplace violence threat and to develop a management response plan.

When Activated: The team will typically be activated by the Director of DER or her designee at the request of a department or division head or his/her designee in response to the manager's concerns about a potential workplace violence threat and/or actual workplace violence.

Composition: The composition of the Threat Assessment Team will depend on the nature and origin of the reported threat. The team would typically include representatives of the department affected, the Department of Employee Relations (DER), the Police Department, the EAP, and the City Attorney's office.

Applicability

All employees, regardless of their position, are covered by and must comply with this policy. For purposes of this Policy, the term "employee" shall cover current employees (civil service and non-civil service), applicants, temporary workers, interns, independent contractors, vendors, volunteers, members of boards and commissions, and elected officials.

Investigation

Any reported violation of this policy will be investigated in a timely and confidential manner by staff within the Department, staff within the Office of Diversity (DER), or in appropriate circumstance, by an outside investigator. Employees are required to cooperate in investigations relating to this policy. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The purpose of this provision is to protect the confidentiality of the complainant as well as the accused, to encourage the reporting of incidents in violation of this policy, and to protect the reputation of an employee mistakenly or wrongfully accused.

Action Following Investigation

Any individual or group who endangers the physical and/or emotional health, safety and well-being of another may be subject to one or more of the following actions: Conflict resolution; counseling; administrative leave; a referral to EAP; discipline; termination; physical removal; fines and/or civil and criminal penalties as provided by law.

Retaliation Prohibited

There will be zero tolerance for retaliation against an employee who has in good faith filed a complaint of a violation of this policy, or who has assisted in an investigation. Employees who report a violation of this policy, or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct as outlined above.