

**TOWN OF BRUNSWICK**  
**POLICY ON WORKPLACE THREATS AND VIOLENCE**

March 7, 1996

The safety and security of employees of the Town of Brunswick (hereinafter referred to as "the Town"), and also the public who conducts business in the various municipal buildings, is of paramount importance to the Town. Therefore, threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Town policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All Town employees are responsible for notifying the Town Representative designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town-owned site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated Town Representative is not available, employees should report the threat to their supervisor or Town Manager.

All individuals who apply for or obtain a protective or restraining order which lists any Town location as being a protected area, must provide to the designated Town Representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Town of Brunswick understands the sensitivity of the information and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

The Designated Town Representative is the Assistant Town Manager  
725-6659