PORT WASHINGTON FIRE DEPARTNMENT
Violence Prevention Policy
and
Incident Reporting

The Port Washington Fire Department is committed to the safety and security of our employees and members. Violence presents a serious occupational safety hazard to our agency, staff, members and clients. Threats, threatening behavior, or acts of violence against employees, members, visitors, guests, or other individuals by anyone on the Department's property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees and members are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Violence Prevention Program. The process involved in complying with this law included an evaluation that was designed to identify the violence hazards our employees and members could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee/Member Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating violence incidents or allegations. All employees and members will participate in the annual Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our Department. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Department has identified response personnel that include a person in management, a member and an employee representative. If appropriate, the Department will provide counseling services or referrals for employees and members.

All Department personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Chief of Department, Chairman of the Board of Directors or Department Office Manager.