

WORKPLACE VIOLENCE PREVENTION

5.4 The Village prohibits any behavior that could be construed as threatening, aggressive, confrontational, or violent. Employees are prohibited from carrying weapons, including properly licensed concealed carry weapons, on Village premises or during Village work activities except as specifically allowed by State law or if possessed by Police Officers in the normal course of their jobs. To that end, the Village reserves the right to require any employee, upon request, to submit to a search of personal effects.

Employees shall immediately warn the Village Administrator or, in his/her absence, the Chief of Police, of any potentially dangerous or suspicious workplace activity, situations or incidents that they either observe or are aware of that involve other employees, volunteers, visitors or outsiders who appear threatening. The Village Administrator shall conduct a confidential investigation of all reports of violence. Employees other than sworn police officers who confront or encounter an armed, violent, or dangerous person should not attempt to challenge or disarm the individual.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Violations of this policy by employees, visitors, volunteers or outsiders may be reported to local law enforcement personnel. Such individuals may be prosecuted to the maximum extent of the law. Employees will not be retaliated against for making good faith reports under this policy.

MEDIA RELATIONS

5.5 The Village believes in cooperating with the media (radio, television, newspapers, etc.) whenever possible. The Village Administrator is the Public Information Officer for the Village. **If he/she is not available in a reasonable amount of time, then the Village President, Department Head, or their designees will be the spokesperson for their respective departments, giving the media information and aid that the Department Head feels is appropriate.**

Employees shall refrain from discussing in a public forum, or for publication, matters pertaining to Village procedures or policies without prior approval of the Village Administrator. Requests for information under the Wisconsin Public Records laws must be referred to the Village Clerk.

