

**Clinton County Soil and Water Conservation District**  
**6064 Route 22, Suite 1**  
**Plattsburgh, New York 12901**  
**518.561.4616**

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*“Conserving & Protecting Our Valuable Resources”*

**Workplace Violence Prevention Policy**

**Introduction**

The New York State Public Employer Workplace Violence Prevention Act, signed into law in 2006 and codified as section 27-B of the labor law, went into effect on March 4, 2007, and the final regulations were promulgated on April 29, 2009, giving public employers 120 days -- until August 27, 2009 -- to comply.

The law requires all public employers to establish a written Workplace Violence Prevention Policy, and public employers with twenty or more employees are further required to establish and implement a Workplace Violence Prevention Program. The contents of such a program are enumerated in significant detail in the regulations. See 12 N.Y.C.R.R. Part 800.6.

Clinton County Soil & Water Conservation District is committed to maintaining a workplace that is free from violence or threat of violence. This policy requires that all individuals on company premises or while representing Clinton County Soil and Water Conservation District conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards. There is zero tolerance of acts or threats of violence in our workplace.

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The safety and security of Clinton County Soil and Water Conservation District employees, visitors and vendors is very important. It is the intent of the Clinton County Soil and Water Conservation District to provide a workplace for all employees which is free of violence.

For the purpose of this policy, threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated. Workplace violence includes, but is not limited to, intimidation, threats, physical attack or property damage. These terms are defined as follows:

A."Intimidation" includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress.

B."Threat" is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the person communicating the threat has presented the ability to carry it out and without regard to whether expression is contingent, conditional, or future.

C. "Physical attack" is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, throwing objects, firing a weapon, causing an explosion of hazardous materials, or discharge of hazardous substances.

D. "Property damage" is intentional damage to property which includes property owned or leased by the CCSWCD, employees, visitors, or vendors.

Any person who makes threats, exhibits threatening behavior, or engages in violent act on District-occupied or leased property may be removed from the premises.

Threats, threatening behavior, or acts of violence executed off District-occupied or leased property but directed at District employees or members of the public while conducting official District business, is a violation of this policy.

Off-site threats include threats made via the telephone, fax or electronic or conventional mail, or any other communication medium.

Weapons: the District specifically prohibits the possession of private weapons by any employee while on or in the vicinity of District-occupied or controlled premises, regardless of whether the owner is licensed to carry such weapon. Employees are also prohibited from carrying a private weapon while performing services for the District on or off District-occupied premises. Weapons may include but are not limited to guns, knives, explosives, and like or similar items with the potential to inflict physical harm.

Violations of this policy may lead to disciplinary action that may include termination of employment, and may also result in arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District-occupied or leased premises, termination of business relationships with the individual(s), arrest, and prosecution of the person(s) involved. Clinton County Soil and Water Conservation District reserves the right to respond to any actual or perceived acts of violence in a manner we see fit according to the particular facts and circumstances.

Employees are responsible for notifying the District Manager or a Board Member of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on District-occupied or leased property or in connection with District employment. Clinton County Soil and Water Conservation District will make every effort to assist an employee cope threats of violence. Clinton County Soil & Water Conservation District understands the sensitivity of the information needed and will act in respectful and swift manner to quickly address the situation. Depending on the situation, it may include but not limited to a worksite evaluation or various leave options without having to take formal leave. Paid leave option will be explored first.

Any employee who receives a protective or restraining order which lists District-occupied or leased premises as a protected area is required to provide the District Manager or a Board Member with a copy of such order.

If an emergency exists, contact the police department at 911, and notify the District Manager or a Board Member.

If not an emergency, employees should inform the District Manager or a Board Member. If a Board Member or District Manager is unavailable or if the nature of the complaint is such that the employee does not believe he/she can discuss it with the District Manager or the Board Members, the employee may bring concerns to a Clinton County Personnel Office.

Employees who act in good faith by reporting weapons possession or a real or implied violent behavior violation of this policy need not fear retaliation.

All employees will participate in an annual Workplace Violence Prevention Training.

The goal of this policy is to promote the safety and well-being of all people in our workplace.

**Designated Management Representative**

Title: District Manager  
Telephone: 518-561-4616  
Location: 6064 Route 22- Suite 1, Plattsburgh, NY 12901

**Board Members:**

For a list of Board Members' names contact:

Clinton County Soil and Water Conservation District Office  
Telephone: 518-561-4616  
Location: 6064 Route 22 – Suite 1, Plattsburgh, NY 12901

**Clinton County Personnel Office** (518) 565-4676

\*This policy has been adapted in part from the Clinton County Government's Violence Prevention Policy

**(Adopted on March 23, 2017, by a unanimous vote of the governing Board of the Clinton County Soil and Water Conservation District)**