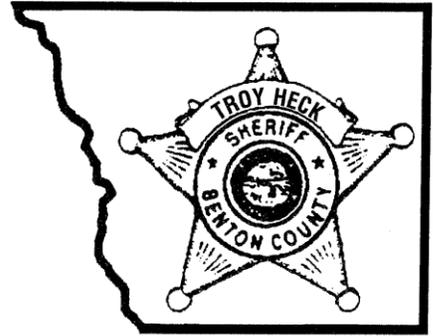


BENTON COUNTY SHERIFF'S OFFICE

581 Highway 23 NE • P.O. Box 159 • Foley, MN 56329
Administrative: (320) 968-7201 • FAX: (320) 968-6885
Jail: (320) 968-8180 • FAX: (320) 968-6347
Records: (320) 968-8150



Troy Heck, Sheriff
Neal Jacobson, Chief Deputy

Topic: Workplace Violence

What About Violence in the Workplace?

There are many forms of violence in the workplace, from raised voices, profanity, or sexual harassment to robbery or homicide. Although one hears about homicide most often, that kind of violence is the most extreme and not very common. To assess your workplace's vulnerability to violence ask yourself these questions:

- If you work in an office, is it secure?
- Do you have easy-to-use phone systems with emergency buttons, sign-in policies for visitors, panic buttons, safe rooms, security guards, good lighting, and safety training?
- Are all employees trained on security procedures?
- Are employees encouraged to report unusual or suspicious behavior?
- Is there a clear written policy that spells out procedures in cases of violence and sanctions for violators? Make sure you know whom to report unusual behaviors.
- Are there procedures in place to report sexual harassment? Is it clear that violators will be punished and victims will not?

Trouble Spots – those areas seen as being a concern to the interior and exterior of a business:

- *Stairwells and out-of-the-way corridors* — don't take the stairs alone. Talk to your supervisor or building manager about improving poorly lighted corridors and stairways.
- *Elevators* — don't get into elevators with people who look out of place or behave in a way that makes you feel uncomfortable. If you find yourself in an elevator with someone who makes you nervous, press the next floor button and get off as soon as possible. Also, stand near the emergency phone or button in the elevator.
- *Restrooms* — attackers can hide in stalls and corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using restrooms that are isolated or poorly lighted.
- *After hours* — don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask security to escort you.
- *Parking lots or garages* — choose a well lit, well-guarded parking garage. Always lock your car and roll windows up all the way. If you notice strangers hanging around the parking lot, notify security or the police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you get in — before you buckle your seat belt.