



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 2/6/09

Subject: Violence in the Workplace

Section: FDJJ – 1003.28

Originating Office: Administrative Services

Authority: F.S. 110.1091, 112.0455(11), 112.313(8), 119.07(1) and 119.071(3)(s)

Related References: Employee Assistance Program, FDJJ 1003.29,
60L-36, Conduct of Employees
Resolution and Model Violence in the Workplace Policy adopted by the
Governor and Cabinet on April 15, 1997
F.S. 741.28, 784.011, 784.03 and 914.24 (3)(a)

Purpose: This policy outlines the Department of Juvenile Justice's commitment to a safe and secure work environment, preventing violence in the workplace by providing, encouraging and promoting education and training programs for all Department employees and utilizing the Department's Employee Assistance Program for employees needing support and guidance due to behavioral or medical disorders, substance abuse problems or emotional difficulties.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT:

- The Department of Juvenile Justice is committed to a safe and secure work environment free from threats, intimidation, abusive behavior and violence.
- The Department shall implement early intervention and awareness strategies as a first line of defense in order to avoid or minimize the occurrence and effects of violence in the workplace.
- The Department will provide, encourage, and promote education and training programs for all Department employees for the purpose of preventing violence in the workplace. Special emphasis shall be placed on workplace security and safety, and utilization of the Department's Employee Assistance Program.
- The Director of Staff Development and Training shall be responsible for the development and coordination of these training programs.
- The Bureau of Personnel, EAP Coordinator shall be responsible for oversight of the EAP.

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PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.