

Workplace Safety

Policy 3.5

No person shall engage in inappropriate conduct on the premises of the Library.

- I. In order to maintain a comfortable and safe workplace, Library staff will enforce the Patron Code of Conduct, as set forth in Policy 1.1.
 - A. Any staff member who receives complaints of, or who observes, inappropriate behavior will do the following:
 1. Acting either alone or with assistance from another staff member or a supervisor, explain to the patron the provision of the Code of Conduct pertinent to the situation and ask him or her to comply.
 2. If the patron does not comply with the staff member's request, ask him or her to leave.
 3. If the patron refuses to leave, call the police.
 4. Immediately call 911 if the situation is of a severe or violent nature or a medical emergency.
 5. Notify the supervisor in charge as soon as possible when any of the above steps are taken.
 - B. Staff members who follow the steps above will be supported by the Library Director and Board of Trustees.
 - C. Incident Reports
 1. Incident reports will be completed and submitted to the Library Director or his or her designee within twenty-four hours of any incident which requires staff to contact outside assistance, such as police or medical, and in other situations in which the Director and staff think it advisable.
 2. Copies of these reports will be kept in the administrative office.
- II. Employees who exhibit hostile or threatening behavior at the Library will be subject to possible disciplinary action.

Approved March 4, 2010