

§ 56-1. Policy statement adopted; completion of checklists required.

The attached "Town of New Lebanon Workplace Violence Prevention Policy Statement" document (Appendix A¹) is adopted, and the "Workplace Security Checklists" document (Appendix C²) is to be completed by the Town Clerk one time after the adoption of this chapter.

§ 56-2. Contact person designated.

The Town Clerk is established as the designated contact person for complaints of any workplace violence incidents.

§ 56-3. Alternate contact person designated.

The Town Supervisor shall act as the alternate contact person in the absence of the Town Clerk or in instances where the Town Clerk is the alleged aggressor.

§ 56-4. Incident report.

The attached "Workplace Violence Incident Report" document (Appendix B³) is to be utilized to document any reports of alleged workplace violence.

§ 56-5. Workplace training required.

Workplace training on violence prevention shall occur on an annual basis for employees of the Town, and such annual training will utilize the "Workplace Violence Prevention Training" document (Appendix D⁴) and the guidelines established in 12 NYCRR 800.6 as the basis for the training which shall occur, and the document will be completed by the Town Clerk on an annual basis following the completion of the training.

1. Editor's Note: Appendix A is included as an attachment to this chapter.
2. Editor's Note: Appendix C is included as an attachment to this chapter.
3. Editor's Note: Appendix B is included as an attachment to this chapter.
4. Editor's Note: Appendix D is included as an attachment to this chapter.