

# **YAPHANK FIRE DISTRICT WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT**

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## **Policy:**

The Yaphank Fire District is committed to the safety and security of our employees. For the purposes of this policy statement the terms “employees” and “public employees” refer to paid employees, volunteer members of the district’s fire department/company(ies), and officers of the district, department and company. Workplace violence presents a serious occupational safety hazard to our Fire District, Department and company(ies) as well as to our staff and to the public we serve and come into contact with.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work related duty in the course of his or her employment (membership for volunteers) including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee when such stalking has arisen through and in the course of employment (membership).

Acts of violence against our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted or requested by the victim. All employees are responsible for helping to create an environment of mutual respect for each other as well as the public served and visitors to our facilities or events, by following all policies, procedures and practices, for assisting in maintaining a safe and secure work environment.

All employees are advised that commission of an act of workplace violence and/or a violation of the terms of this policy statement are considered acts of misconduct for which they may be subject to disciplinary action.

This policy is designated to meet the requirements of the New York State Labor Law Section 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace violence evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Management and an authorized employee representative will, at a minimum, be involved in:

- Evaluating the physical environment of our workplace;
- Developing the plan for preventing Workplace Violence in our workplace; and
- Reviewing workplace violence reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of mitigating actions taken.

The Workplace Violence Risk Evaluation will be performed and memorialized in a written report filed with the District office.

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

The goal of this policy is to promote safety and well-being of all people in our workplace. All incidents of violence or threatening behavior in our workplace will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received or have been told that another person witnessed or received.

No person participating in this program, submitting a complaint of workplace violence or serving as a witness in a proceeding related to same shall be retaliated against for having done so.

Designated Contact Person for Department Members:

Kieran Donlon  
Chief of the Yaphank Fire Department  
Office Phone: 631-924-3200 ext. 115  
Email Address: [kdonlon@yaphankfd.org](mailto:kdonlon@yaphankfd.org)

Designated Contact Person for Employees:

Matthew Quinn  
District Manager  
Office Phone: 631-924-3200 ext. 108  
Email Address: [mquinn@yaphankfd.org](mailto:mquinn@yaphankfd.org)

The adoption of the foregoing policy in the form of a resolution was duly put to vote and upon roll call the vote was as follows:

Chairman William Peters Jr.	AYE
Commissioner Donald Schaaf	NOT PRESENT
Commissioner Chris Austin	AYE
Commissioner Scott Thebold	AYE
Commissioner Sheila Skidmore	AYE

The resolution was thereupon duly adopted.  
Dated: August 21, 2019

*Re-adopted this 7<sup>th</sup> day of January 2025 by the Board of Fire Commissioners.*

Attest by:

Paulamarie Rosso-Thompson  
District Secretary