

**EXECUTIVE ORDER NO. 12**

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,  
CITY COUNCIL MEMBERS, AND THE CITY CLERK**

**SUBJECT: VIOLENCE IN THE WORKPLACE**

**REISSUED: May 27, 2003**

**ISSUED: May 14, 1999**

Violence in the workplace has become a serious problem in this country in recent years. Violent acts have been perpetrated by disgruntled or disturbed current employees or by ex-employees seeking revenge against employers, former supervisors or co-workers. Other acts of violence have been carried out by outside persons against either individual employees for personal reasons, or against an employer or public agency due to anger or emotional disturbance.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 1997 Detroit City Charter, I, Kwame M. Kilpatrick, Mayor of the City of Detroit, do hereby order the following:

This Administration has adopted a policy of zero-tolerance for any form of violence in the workplace. This means that physical acts of violence or threats of violence by or against persons who work for the City of Detroit, or against customers of or visitors to the City of Detroit workplace, will not be tolerated. Furthermore, all managers and supervisors will be required to receive training in the causes of workplace violence, methods of reducing the possibility of workplace violence, and actions which should be taken when acts of violence occur or are threatened.

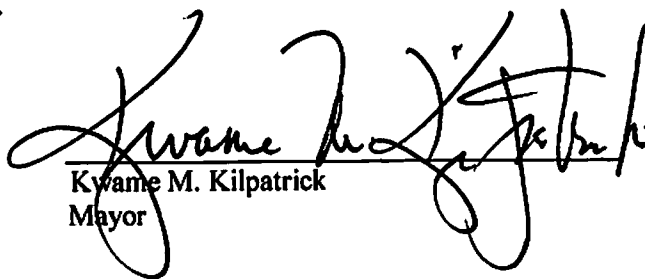
The Human Resources Department has issued Guidelines on Prevention and Management of Workplace Violence that define conduct which constitutes workplace violence, clarify disciplinary standards for workplace violence, and describe measures for attempting to prevent the occurrence of workplace violence. The guidelines will be applicable to all City departments and agencies and shall supersede all inconsistent provisions in currently published department or agency workplace violence policy statements or work rules.

Department directors and agency heads are directed to continually review current security measures at department and agency work sites and, where needed and consistent with the work site function, to implement changes to make such work sites safer for City employees, customers and visitors. In addition, Emergency Response Plans that were established in each department and agency to plan for any situation of workplace violence should be updated if necessary. I have requested the Police Department to assist in these endeavors.

I hereby request that all City appointees, managers, supervisors, employees and employee labor organizations commit to, and cooperate with, this policy of zero-tolerance for any form of violence in the workplace. Clearly, preventing and managing workplace violence is in our collective best interests.

In order to facilitate the implementation of this policy, each City department director and agency head is directed to re-notify their employees of this policy of zero-tolerance for any form of violence in the workplace. In addition, each City department director and agency head is directed to post notice of this policy for the benefit of City employees, and customers of or visitors to, City of Detroit workplaces.

This Executive Order is effective this date.



Kwame M. Kilpatrick  
Mayor

**CITY OF DETROT  
POLICY**

**ON**

**VIOLENCE  
IN THE  
WORKPLACE**

**ZERO  
TOLERANCE**