

TOWN BOARD  
TOWN OF GREENPORT  
COLUMBIA COUNTY, NEW YORK

RESOLUTION NO. 659 2017      DATE: July 5, 2017

INTRODUCED BY: Councilman Clayton Clark  
SECONDED BY: Councilman Guy Apicella

WHEREAS, the Town of Greenport is committed to the safety and security of its employees; and

WHEREAS, workplace violence presents a serious occupational safety hazard to our officials, employees, and clients; and

WHEREAS, the Town seeks to implement a workplace violence prevention policy and program to meet the requirements of Labor Law § 27-b.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Greenport does hereby adopt the "Workplace Violence Prevention Policy Statement," which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Greenport does hereby authorize the Attorneys for the Town to conduct a records examination and evaluation of the physical environment for all Town workplace locations and draft and finalize a "Workplace Violence Prevention Program," in coordination with the employee bargaining unit, Town department heads, and the Department of Labor.

APPROVED:

[Signature]  
Town Board

STATE OF NEW YORK    )  
COUNTY OF COLUMBIA ) SS:

This is to certify that I, the undersigned Town Clerk of the Town of Greenport, County of Columbia, have compared the foregoing copy of resolution with the original and original minutes thereof, now remaining on file of records in my office, and that the same is a true and correct transcript therefrom and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the said Town and County, this 5<sup>th</sup> day of July, 2017.

[Signature]  
Town Clerk of the Town of Greenport, Columbia County, NY

**Town of Greenport  
Columbia County, New York**

**Workplace Violence Prevention Policy Statement**

The Town of Greenport (the "Town") is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our officials, employees, and clients. Threats, threatening behavior, or acts of violence against Town employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning appropriate law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as Town residents and clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law § 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 included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. An Authorized Employee Representative will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program; and
- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

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

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All Town employees are responsible for notifying their Department Head<sup>1</sup> or the Town Supervisor of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Edward Nabozny

Title: Town Supervisor

Phone: 518-828-4656

Email: [supervisor@townofgreenport.com](mailto:supervisor@townofgreenport.com)

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<sup>1</sup> Department Head is defined as Town Supervisor if the employee is a general employee of the Town, the Highway Superintendent if the employee is an employee of the Highway Department, and a Town Justice if the employee is an employee of the Town Court.