

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 26TH DAY OF SEPTEMBER, 2000, AT 7:01 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Ronald A. Nervitt, Chairman, Powhatan District
Bruce C. Goodson, Vice Chairman, Roberts District

John J. McGlennon, Jamestown District
Jay T. Harrison, Sr., Berkeley District
James G. Kennedy, Stonehouse District, Absent
Sanford B. Wanner, County Administrator
Frank M. Morton, III, County Attorney

B. PLEDGE OF ALLEGIANCE

Mr. Garrett Sabotka, a Junior at the Williamsburg Christian Academy, led the Board and citizens in the Pledge of Allegiance.

C. PUBLIC COMMENT

1. Mr. Ken Beacham, 7149 Church Lane, expressed his thanks to the Board and Mr. Quintin Elliott, Resident Engineer, Virginia Department of Transportation, for their response to a drainage problem on his property. Mr. Beacham further stated that the first half mile of Church Lane from Route 60 is not safe for bicyclists, pedestrians, or joggers.

2. Mr. Ed Oyer, 139 Indian Circle, requested the Board work on setting back the sheds and trailers from the fence line along Indian Circle before addressing Mainland Farm greenspace and voiced his concern about the continued increase in non-real estate taxes.

D. HIGHWAY MATTERS

Mr. Quintin Elliott, Resident Engineer, Virginia Department of Transportation (VDOT), was available for questions.

Mr. McGlennon requested information on the timetable for the widening of Route 199 from South Henry Street to Route 60.

Mr. Elliott stated the design project is complete for a four-lane development. The next step is to review acquisition of right-of-way easements for the development. Currently the advertisement date for the project is slated for 2002, although there is a possibility of moving it up.

Mr. Goodson requested information regarding the time frame for the installation of the light at the entrance to the James River Elementary School.

Mr. Elliott stated it is scheduled be installed by the middle or end of October.

Mr. Goodson requested information concerning the timetable for the relocation of Route 60 East through Grove.

Mr. Elliott stated the public hearing will not be held before this winter.

Mr. Nervitt requested VDOT carefully review the impacts of multi-jurisdictional road projects to ensure that property owners in adjacent jurisdictions do not suffer.

E. PRESENTATIONS

1. Introduction to Board of Supervisors

Mr. Sanford B. Wanner, County Administrator, introduced Mr. John Moorman, Library Director for the Williamsburg Regional Library System.

Mr. Moorman stated that he is pleased with the cooperation and assistance the County has given to him and looks forward to working with the Board to ensure that the library system continues to provide excellent service to all the citizens it serves.

Mr. Wanner introduced Dr. David Martin, School Superintendent for the Williamsburg/James City County Schools.

Dr. Martin stated that he looks forward "to putting everyone on the school bus" to make the school division world class.

Mr. Wanner said Dr. Martin will be appearing every other month before the City Council and Board of Supervisors to provide information about the school division.

2. Friends of the National Park Service for Green Spring, Inc. - Request for Grant

Ms. Gayle Randol, representing Green Spring Inc., gave the Board of Supervisors an overview of the expectations for the representing Green Spring National Park and requested the County provide the Green Spring, Inc., an initial seed grant of \$25,000 to assist in funding raising for the development of the Green Spring historical site.

The Board requested the organization provide a budget to the County Administrator who will then make a recommendation to the Board concerning funding.

3. Handgun Safety Awareness Class

Mr. David Daigneault, Acting Chief of Police, stated that the James City County Police Department is presenting Handgun Safety Awareness Classes to the public to promote safety in handling and maintenance of firearms in the home.

The Police Department has been providing gun locks and education on the proper usage of the gun locks to citizens at no cost.

The Board commended the department in its efforts to help citizens minimize the liability of firearms in the home, and encouraged the department to continue its program and explore opportunities to increase the availability of the program and gun locks to citizens.

F. **CONSENT CALENDAR**

Mr. Nervitt inquired if any Board member wished to remove an item from the consent calendar.

Mr. Harrison requested Item Number 2, Budget Amendment for Schools – Prior Year, and Item Number 5, Change to Chapter 11, Safety Program Policy, of the James City County Personnel Policies and Procedures Manual be removed.

Mr. McGlennon made a motion to approve the remaining items on the Consent Calendar.

On a roll call, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). NAY: (0). ABSENT: Kennedy.

1. Minutes

a. September 12, 2000, Regular Meeting

3. Budget Adjustment – Sidewalk Construction

RESOLUTION

BUDGET ADJUSTMENT

SIDEWALK CONSTRUCTION

WHEREAS, the Board of Supervisors of James City County received the sum of \$5,870 from Sloan and Associates as their share of sidewalk construction costs on Jamestown Road.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize the following amendment to the FY 2001 Budget and appropriates these funds as follows:

CAPITAL FUND

Revenues:

Sloan and Associates \$5,870

Expenditures:

Sidewalks \$5,870

4. Williamsburg Community Health Foundation Grant

RESOLUTION

WILLIAMSBURG COMMUNITY HEALTH FOUNDATION GRANT

WHEREAS, the Board of Supervisors of James City County has been requested to appropriate funds within the budget of Communications and Neighborhood Connections.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the following appropriation of additional funds within the FY 2000 Budget.

Revenues:

From the Williamsburg Community Health Foundation \$15,000

Expenditures:

Block Buddies Coordinator \$ 7,425
Administrative costs and supplies 7,575

\$15,000

RESOLUTION

WILLIAMSBURG COMMUNITY HEALTH FOUNDATION GRANT

WHEREAS, the Board of Supervisors of James City County has been requested to appropriate funds within the budget of Communications and Neighborhood Connections.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the following appropriation of additional funds within the FY 2000 Budget.

Revenues:

From the Colonial Services Board	<u>\$750</u>
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Expenditures:

Training (001-034-0220)	<u>\$750</u>
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6. School Resource Officer Program**RESOLUTION****SCHOOL RESOURCE OFFICER PROGRAM**

WHEREAS, during the FY 96 Budget process, James City County Board of Supervisors approved a School Resource Officer (SRO) Program between James City County and the Williamsburg/James City County (WJC) Public Schools; and

WHEREAS, the most recent agreement between James City County and the WJC Public Schools governing the operation of the SRO Program expired June 30, 2000, and must be renewed for the 2000/2001 School Year; and

WHEREAS, the agreement for 2000/2001 requires amendments to account for an increase from five to six in the number of SROs working in the middle and high schools during the 2000/2001 School Year and, pursuant to recent State legislation, to further define the role of SROs in school discipline matters.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Chairman to execute, on its behalf, revised 2000/2001 School Year agreement with the WJC Public Schools.

2. Budget Amendment for Schools - Prior Year

Mr. John E. McDonald, Manger of Financial Management Services, stated that when the FY 2000 budget was prepared, the estimate the proceeds from the State Sales Tax for Education was consistent with the estimates provided by the State Tax Department. In August 1999, the Schools conducted a census of school age children that resulted in an increased share of the total State revenue for James City County.

As a result of this increased share, staff recommended the Board approve a budget adjustment to correct the revenue and transfer to the schools the correct sales tax figures for the fiscal year that just ended. This adjustment will compensate for the State's revenue reduction to schools.

Mr. McGlennon made a motion to adopt the resolution to amend the budget.

On a roll call vote, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). Nay: (0). ABSENT: Kennedy.

RESOLUTION

BUDGET ADJUSTMENT FOR SCHOOLS - PRIOR YEAR

WHEREAS, the Board of Supervisors of James City County has received unbudgeted additional revenue in the form of State Sales Taxes for Education in the amount of \$554,561 in the fiscal year that ended on June 30, 2000; and

WHEREAS, under the terms of the City/County School contract, these funds are due and payable to the Williamsburg/James City County public schools.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize the following retroactive amendment to the FY 2000 budget and appropriates these funds as follows:

Operating Budget:

Revenues:

From Commonwealth - State Sales Taxes For Education \$554,561

Expenditures:

Transfer - Williamsburg/James City County Schools \$554,561

5. Changes to Chapter 11, Safety Program Policy, of the James City County Personnel Policies and Procedures Manual

Mr. Harrison stated that he was impressed with the Safety Program Policy established by those involved in its development.

Ms. Carol Luckam, Human Resources Manager, introduced Mr. Bart Johnson, a new member of the Department of Human Resource, who assisted in the revision process of the Safety Program Policy.

Mr. Harrison made a motion to adopt the resolution.

On a roll call vote, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). Nay: (0). ABSENT: Kennedy.

RESOLUTION**CHANGES TO CHAPTER 11, SAFETY PROGRAM POLICY, OF THE
JAMES CITY COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, James City County has a sincere concern for the welfare and safety of our employees and our customers; and

WHEREAS, a comprehensive safety program will: provide an environment that minimizes risk of injury/illness to employees and citizens, reduce the costs associated with injury and property damage, and ensure compliance with State and Federal safety regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby adopt the attached revision to Chapter 11, Safety Program Policy, of the James City County Personnel Policies and Procedures Manual.

G. PUBLIC HEARINGS**1. Case No. ZO-1-00, Sign Ordinance Amendment**

Ms. Jill E. Schmidle, Senior Planner, stated that a request was received from the John Deere Vehicle Group to amend and reordain Chapter 24, Zoning, of the Code of the County of James City, Virginia, by amending Article II, Special Regulations, Division 3, Exterior Signs, Section 24-70, Freestanding signs. The purpose of this amendment is to increase the permitted area of freestanding signs for industrial uses in industrial parks.

In late August, John Deere submitted a revised sign permit application, but has not withdrawn its Zoning Ordinance amendment request.

Staff stated that there are several reasons to oppose this revised Ordinance request, that it is inconsistent with the Comprehensive Plan, and it would set a precedent for larger signs in the County. Staff requests the Board of Supervisors make no changes to the Sign Ordinance.

The Planning Commission concurs with staff and voted 7-0 to deny the request to revise the Sign Ordinance.

Mr. Nervitt opened the public hearing and as no one wished to speak, closed the public hearing.

The Board and staff held a discussion concerning the conformity of signs in the County, interest in reviewing the Sign Ordinance for possible changes for signs in industrial parks during the Comprehensive Plan review.

Mr. McGlennon made a motion to deny the Sign Ordinance revision.

On a roll call, the vote was: AYE: McGlennon, Goodson, Nervitt (3). NAY: Harrison (1). ABSENT: Kennedy.

2. U. S. Bureau of Justice Assistance Grant – Police

Mr. David Daigneault, Acting Chief of Police, stated that the Federal Bureau of Justice Assistance has approved a grant to be used in activities related to reducing crime and improving public safety.

The Police Department plans to spend the funds in partnership with the City of Williamsburg Police Department and the Colonial Williamsburg Police for the "Range 2000."

Mr. Goodson made a motion to adopt the resolution.

On a roll call vote, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). Nay: (0). ABSENT: Kennedy.

RESOLUTION

U. S. BUREAU OF JUSTICE ASSISTANCE GRANT - POLICE

WHEREAS, the Bureau of Justice Assistance has approved a grant to provide \$18,806 to the Police Department for Law Enforcement equipment and technology; and

WHEREAS, sufficient local matching funds are available in the Police Department budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation amendments:

Revenue:

From Bureau of Justice Assistance	<u>\$18,806</u>
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Expenditures:

Police Department Budget	<u>\$18,806</u>
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3. Public Hearing – Real Estate Reassessment

Mr. John E. McDonald, Manager of Financial and Management Services, stated that in accordance with Section 58.1-3321 of the Code of Virginia, the public hearing on the results of the County's July 1 reassessment has been advertised.

Mr. McDonald stated that the combination of the reassessment and other factors such a new construction and subdivisions will generate expected tax collections very close to the estimated and appropriated collections in the FY 2001 Budget.

Staff recommended the Board consider the assessment and taxation of real property at its budget work session later this fall.

Mr. Nervitt opened the public hearing.

1. Mr. Ed Oyer, 139 Indian Circle, asked the County Attorney if the Code of Virginia, when the reassessment notice is advertised, protects a piece of property from going over 100 percent.

Mr. Morton stated that it does not prevent it absolutely.

As no one else wished to speak, Mr. Nervitt closed the public hearing.

The Board and staff held a discussion concerning the anticipated actual tax revenue from the reassessment, and the desire to review the low- and fixed-income household exemptions from the Real Estate Tax.

Mr. Ed Oyer, 139 Indian Circle, requested the Board present to the General Assembly a proposal for allowing Counties to go beyond the exemption, for indexing for those citizens in \$20,000-\$30,000 fixed salary range to assist citizens with the Real Estate Tax.

Mr. Wanner advised the Board that there will be a work session on reassessments in October, and a budget work session in November.

H. PUBLIC COMMENT - None

I. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Wanner recommended the Board recess for a James City Service Authority Board of Directors meeting, following which the Board of Directors will have a closed session pursuant to Section 2.1-344 (A)(3) to consider acquisition of a parcel of property for public use. The Board of Supervisors would then reconvene for a closed session pursuant to Section 2.1-344 (A) (1) to consider personnel matters(s), the appointment of individuals to County boards or commissions following which the Board would recess until September 27, 2000, 4:00 p.m. for a work session.

J. BOARD REQUESTS AND DIRECTIVES

Mr. Goodson stated that a dedication ceremony will be held on October 6 at the James River Elementary School to dedicate a portion of Route 60 East in memory of Ms. Eula Radcliffe.

Mr. Harrison, on behalf of Mr. Kennedy, stated that on September 30 Chickahominy Day will be celebrated and that the festivities will begin at 8:30 a.m. with a parade.

Mr. Nervitt recessed the Board for a James City Service Authority meeting, at 8:56 p.m.

K. CLOSED SESSION

Mr. Nervitt reconvened the Board at 9:45 p.m. and made a motion to convene into closed session as recommended by the County Administrator.

On a roll call, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). NAY: (0). ABSENT: Kennedy.

Mr. Nervitt reconvened the Board into open session at 10:50 p.m.

Mr. McGlennon made a motion to approve the closed session resolution.

On a roll call, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). NAY: (0). ABSENT: Kennedy.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

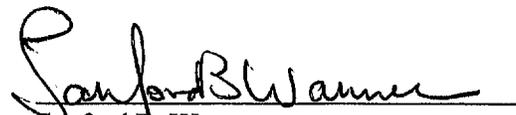
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and, ii) only such public business matters were heard, discussed or considered by the Board as were identified in the motion and Section 2.1-344(A)(1) to consider a personnel matter(s), the appointment of individuals to County boards and/or commissions.

Mr. Harrison made a motion to reappoint Sanford B. Wanner to the Peninsula Public Sports Facility Authority for a four-year term, term expiring on December 31, 2004; and appoint, as alternate, Bruce Goodson to the Peninsula Public Sports Facility Authority for a four-year term, term expiring on December 31, 2004; and to appoint Bill Porter to the Colonial Community Criminal Justice Board for a three-year term, term expiring on September 16, 2003.

On a roll call, the vote was: AYE: McGlennon, Harrison, Goodson, Nervitt (4). NAY: (0). ABSENT: Kennedy.

Mr. Nervitt recessed the Board until Wednesday, September 17, 2000, at 4:00 p.m.

The Board recessed at 10:51 p.m.


 Sanford B. Wanner
 Clerk to the Board

CHAPTER 11

SAFETY PROGRAM

Policy

Section 11.1 Policy Statement

James City County is committed to providing a safe and secure workplace which reflects the County values of mutual respect, trust, honesty, and personal responsibility among employees.

James City County is also committed to being an effective and efficient organization which reflects the County value of high standards of excellence, efficiency, and commitment to services.

The safety program is established to provide an environment in which employees can complete their assigned tasks with minimal risk of accident or injury and in which customers can transact business with the County and participate in County-sponsored programs without risk of injury.

Section 11.2 Objectives

- A. Ensure that all employees have the necessary knowledge and receive the proper training to perform their jobs in a safe and efficient manner.
- B. Ensure that all divisions/departments in the County are in compliance with Federal and State Occupational Safety & Health Standards and Regulations.
- C. Reduce lost time work injuries to zero.
- D. Prevent all forms of violence in the workplace.

Section 11.3 Employee Coverage

The Safety Program applies to all James City County employees including employees in temporary and on-call positions and any other workers under the direct supervision of County personnel.

Section 11.4. Responsibilities

All County employees shall be fully responsible for following the provisions of this program. The responsibilities listed below are a MINIMUM, and they shall in no way be construed to limit individual initiative to take additional action to reduce losses due to personal injury or vehicle accident.

- A. Human Resource Department/County Safety Coordinator

The Human Resource Department shall be fully responsible for the direction and administration of the Safety Program and shall take all actions deemed necessary to affect a reduction in accidents and their causes. The Human Resource Department shall:

1. Determine the safety procedures required by each department.
2. Assist departments with the setting of safety goals and objectives.
3. Assist departments with the establishment and maintenance of required safety procedures.
4. Maintain an inventory of training materials and topics for safety training.
5. Maintain complete records and provide reports on County accidents in accordance with Occupational Safety & Health Administration (OSHA) requirements.
6. Provide reports to Department Managers and Department Safety Representatives on County accidents.
7. Staff and provide administrative support to the County Safety Committee.
8. Administer the County Workers' Compensation Program.

B. Department Managers/Division Directors

(In some Departments, Division Directors will have the same responsibilities as Department Managers due to size and unique operations of the Division. The Safety Coordinator will determine if separate responsibilities are warranted.)

Department Managers are responsible for maintaining safe working conditions within their departments. All Department Managers shall:

1. Establish and maintain department safety programs and procedures as identified by the County Safety Coordinator.
2. Set safety goals including OSHA Total Recordable Incident Rate, Lost Time Incident Rate, and Vehicle Accident Rate and establish them as performance indicators for the department.
3. Designate a department safety representative(s) and establish and support a department safety committee as needed.

4. Ensure that all employees in their department comply with the established policies and procedures.
5. Devote a portion of staff meetings, as necessary, to the review of safety efforts, procedures and past losses.

C. Department Safety Representatives

The department safety representative is responsible for the coordination of the safety programs and procedures within the department. All department safety representatives shall:

1. Oversee the implementation and maintenance of safety procedures within the department.
2. Review and ensure investigation of all department accidents, and make recommendations for preventing recurrence.
3. Serve as a safety resource to the department employees.
4. Participate in the County Safety Committee.
5. Serve as a liaison between the County Safety Committee and department employees.

D. Supervisors

Supervisors are responsible for ensuring that their employees work and operate machines and equipment in a safe manner. All supervisors shall:

1. Ensure that each employee is fully trained to safely perform the job he or she is assigned to do.
2. Monitor work in progress to ensure that required safety procedures are being followed.
3. Ensure that each employee is familiar with the safety procedures he/she needs to follow based on his/her position and tasks performed.
4. Conduct safety training meetings, as qualified, and provide time for staff to attend safety training as required by safety procedures.
5. Make recommendations to the Department Manager on safety needs including training and personal protective equipment.

6. Make recommendations to the Department Manager on any additional or specialized safety rules or procedures needed.
7. Correct any unsafe conditions or practices observed in the work area and not allow employees to resume work until corrections are made.
8. Ensure that employees are familiar with and trained in the safety and health specialized programs required for the department/division by OSHA.
9. Review all accidents that occur within the work unit, provide accurate information on the appropriate accident reporting forms and make recommendations on ways to prevent a recurrence of the accident.

E. Employees

Employees are required to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers, and the general public. All employees shall:

1. Become trained in and comply with all specialized safety programs required of the department/division for which he/she works.
2. Operate only machines and equipment that they have been trained and authorized to operate by their supervisor.
3. Obey all published safety rules and procedures.
4. Report all unsafe conditions.
5. Report incidents of threatening behavior and issuance of restraining orders to their supervisor.
6. Report all accidents immediately to their supervisor.

F. County Safety Committee

The County Safety Committee shall maintain the Safety Program to incorporate the current practices and philosophies proven to be most effective in preventing injuries, occupational disease, vehicle accidents, injuries to the public, and damage to equipment and materials. The County Safety Committee shall:

1. Periodically evaluate compliance with OSHA required safety programs within departments.

2. Conduct a quarterly review of County accidents, document any trends, and recommend ways to prevent similar accidents from occurring.
3. Set goals, objectives, and strategies for the County Safety Program.
4. Implement safety strategies adopted by the Committee.

Section 11.5 Safety Procedures

A variety of safety policies and procedures are required to be in place within each department depending on the scope of operations of each department. These policies and procedures are based on Virginia Occupational Safety & Health regulations and the special programs developed by the County to address risks within County operations.

The County Safety Coordinator will assist each department in determining which procedures are required based on operations and assist with the implementation of the procedures. Each Department is responsible for implementing the required safety procedures identified. New procedures will be added as regulations mandate and loss factors require.

Sample specialized safety procedures are included in this chapter under "Safety Procedures." The sample procedures must be adopted by the department based on operations and responsibilities within the department. The Department Manager is responsible for organizing the structure, including establishing responsibilities, committees, etc., for implementing and maintaining these procedures.

Section 11.12 Workplace Violence Prevention

Violence is so serious that unauthorized weapons are prohibited in the workplace and any incident involving threatening or violent behavior, will result in a prompt investigation and immediate appropriate action.

The County shall provide assistance such as counseling services to employees who are affected by workplace violence.

A Guiding Principles

1. James City County recognizes that workplace violence is a national problem and that it conflicts with our value of mutual respect, trust, honesty, and personal responsibility among all employees.
2. James City County believes that a safe work environment enables employees to work effectively.

3. Working together and sharing responsibility for reporting incidents of threatening or violent behavior by or against County employees will minimize the risk to everyone.

B. Definitions

1. Workplace Violence is the use of threatening or violent behavior to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the County.

2. Threatening Behavior is an expressed or implied threat to inflict physical harm against another person or another's possession or property, including County Property, which cause a reasonable apprehension that such harm is about to occur. Examples of threatening behavior include, but are not limited to:

Direct or indirect threats of harm;

Words or gestures which intimidate others;

Prolonged or frequent shouting;

Stalking or following an individual; or

Other conduct which causes others to fear for their safety

3. Violent Behavior is the intentional infliction of physical harm or attempt to inflict physical harm against another as well as physical harm against another's possession or property, including County property. Examples of violent behavior include, but are not limited to:

Slapping, punching, striking, pushing or otherwise physically attacking a person; or

Throwing or otherwise handling objects in an aggressive manner.

4. The Workplace is County-owned or controlled property, including but not limited to: the buildings, grounds, parking lots, County vehicles, private vehicles parked on County property, client's homes, and traveling between work assignments.

5. Weapons include:

All firearms such as handguns, rifles, and shotguns;

Knives or other cutting utensils;

Clubs, brass knuckles or other devices;

Stun guns:

Other objects that cause bodily harm and have no other valid application in the workplace.

6. Unauthorized Weapons are weapons described in B.5 above which are not used in the performance of job duties, have no valid application in the workplace, and have not been approved by the department manager.

C. Consequences

Individuals engaging in workplace violence shall be subject to disciplinary action up to and including termination of employment and/or criminal prosecution in accordance with Chapter 8, Standards or Conduct, of this manual.