



OFFICE OF THE MAYOR  
CITY OF CHICAGO

RICHARD M. DALEY  
MAYOR

EXECUTIVE ORDER 99-2

WHEREAS, the City of Chicago is committed to providing a safe and healthy workplace for the benefit of its employees and the general public; and

WHEREAS, the City of Chicago is committed to preventing violence against persons receiving City services and participating in City programs; and

WHEREAS, employees have the right to work in an environment free from violence; and

WHEREAS, the City, as an employer, will take all affirmative steps necessary to eliminate violence in the City workplace; and

WHEREAS, violence in the workplace includes written or verbal communications, whether direct or indirect, which are of a threatening, intimidating or coercive nature; the use or threat of physical force, including fighting or horseplay; stalking; vandalism or destruction of property; and the use or possession of any weapon and/or ammunition, unless the specific weapon and/or ammunition is authorized by the City for a particular work assignment; and

WHEREAS, appropriate disciplinary action, up to and including discharge, will be taken against employees who are found to have engaged in such misconduct; and

WHEREAS, the City of Chicago will not tolerate violence in the workplace, whether committed by or against City employees; now, therefore,

I, RICHARD M. DALEY, Mayor of the City of Chicago, in the State of Illinois, do hereby ORDER:

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1. The Commissioner of Personnel will promulgate and oversee implementation of a City of Chicago Violence in the Workplace Policy. This Policy shall provide for designation of a City Violence in the Workplace Coordinator within the Department of Personnel; appointment of a departmental Violence in the Workplace Liaison in each City department or agency; reporting and investigation procedures for incidents of workplace violence; appropriate assistance to victims of workplace violence; and training of City officers and employees on the Violence in the Workplace Policy. The Commissioner of Personnel shall promulgate such amendments to the Personnel Rules as may be necessary and proper to effectuate this Executive Order and the Violence in the Workplace Policy.

2. All managers and supervisors shall be responsible for implementing and maintaining safe workplace practices, the City of Chicago Violence in the Workplace Policy and for communicating the Policy to subordinates.

3. All employees, including managers and supervisors, shall be responsible for reporting incidents of violence in the workplace or any potentially dangerous situation to their supervisors, the departmental Violence in the Workplace Liaison and where appropriate, to law enforcement authorities.

4. Departmental Violence in the Workplace Liaisons shall be responsible for implementation of the Violence in the Workplace Policy in their individual departments in coordination with the City Violence in the Workplace Coordinator.

5. No person shall be retaliated against for having made a good faith report or complaint or participating in or aiding an investigation of an incident or threat of violence in the workplace.

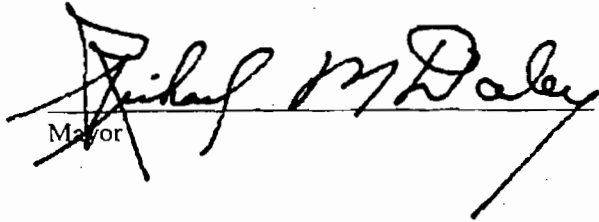
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6. Allegations of violence committed by or against sworn police officers and security personnel in the course of their official duties will not be covered by the Violence in the Workplace Policy, and should be referred to the department head, the Office of Professional Standards, the Office of the Inspector General and law enforcement authorities, as appropriate. However, the Policy will cover such employees insofar as violence may result from interaction with co-workers.

7. This Order shall take effect upon its filing in the Office of the City Clerk.

Done at Chicago this 7<sup>th</sup> day of June, 1999.

  
Mayor

Received June \_\_\_\_, 1999

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City Clerk

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