

Reporting Procedures. Any potentially dangerous situation must be reported immediately. Depending on the perceived immediacy and damage, the report should be made to 911, a guard on duty (if any), a supervisor or the Human Resources Department. All reported incidents will be investigated. Reports or incidents will be disclosed to others only on a need-to-know basis. The County will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures. While the County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resources Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation such as but not limited to the following:

- Discussing weapons or bringing weapons to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance; or
- Displaying irrational or inappropriate behavior.

Enforcement. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities. The County reserves the right to notify law enforcement authorities.

Visitors

It is the business of the County and its employees to serve the public courteously, quickly and efficiently. As a result, friends and family are not allowed to make social visits to an employee at work. Unless a County employee is on duty at a particular County worksite, the employee shall visit the worksite only for a County-business related purpose.

Records Retention

It is the policy of the County to comply with the South Carolina State Department of Archives' records retention policies. It is the duty of every supervisor to be reasonably familiar with the records retention policies that apply to records within the supervisor's scope of