


SUBJECT WORKPLACE SAFETY AND SECURITY	POLICY NUMBER 6.06	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish Department policy and procedures for safety and security in the workplace, to establish expectations for a civil and courteous workplace, and to heighten awareness of violence in the workplace and its effects on members.		

I. AUTHORITY

- Federal Occupational Safety and Health Act of 1970
- Section 110.1091, Florida Statutes, Employee Assistance Programs
- Section 110.227, Florida Statutes, Suspensions, Dismissals and Grievances
- Section 741.28, Florida Statutes, Domestic Violence
- Section 790.001, Florida Statutes, Weapons and Firearms, Definitions
- Section 790.01, Florida Statutes, Carrying Concealed Weapons
- Section 790.053, Florida Statutes, Open Carrying of Weapons
- Section 790.251, Florida Statutes, Protection of Right to Keep and Bear Arms
- Florida Rule of Criminal Procedure 3.125(a), Notice to Appear
- Chapter 60L-36, Florida Administrative Code
- Governor’s Executive Order 11-03 and Code of Ethics, effective January 4, 2011

II. RELATED POICIES

- MP 3.03, Assignment to Administrative leave for Formal Investigation or to Alternate Duty
- MP 3.06, Disciplinary Process
- MP 7.04, Member Assistance Program (MAP)

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 09/01/1997
Page 1 of 2	Revision Date 07/24/2013

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SUBJECT WORKPLACE SAFETY AND SECURITY	POLICY 6.06	PAGE 2 of 2
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III. POLICY

It is the policy of the Department of Highway Safety and Motor Vehicles to provide a work environment that promotes courtesy and civility, that is safe from all forms of violence, and that has the highest standard of safety and security for all members. There is **zero tolerance** of threats, threatening behavior, retaliation for reporting threats, acts of domestic violence, or any other acts of violence against members, visitors or guests by anyone whether on or off DHSMV property. Firearms and weapons are prohibited on department premises with the exception of those carried by law enforcement officers while performing their duties and those legally carried in vehicles parked in the Department's parking lot.

The Department will provide, encourage and promote education and training, including new member orientation, for all department members on the requirements of this policy. All DHSMV members are responsible for notifying the ranking supervisor of any threats that they are aware of. Supervisors are responsible for ensuring awareness of this policy by all members. Supervisors will identify potential threats and problems that could lead to workplace violence or safety issues and will proactively seek to handle and resolve them.

IV. PROCEDURES

A procedural manual entitled "Security Action For Employees (SAFE) Plan" is a supplement to this policy and serves to identify the specific procedures for maintaining a safe and secure workplace at department facilities.