

Resolution No: 21-08

Adoption of Hold-in-Place Policy

WHEREAS, the Polk County Board of Supervisors recognizes that the safety of employees and the public is of paramount importance in the provision of the County services,

WHEREAS, the Personnel Committee and Safety Committee understand that all persons and organizations that provide service to the general public are subject to the potential occurrence of violent and dangerous behaviors from individuals or groups and recommend to the Polk County Board of Supervisors to adopt a policy that calls for the implementation of safety procedures in the event of such occurrences.

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors approves and adopts Hold-in-Place, Safety Policy, as attached hereto and incorporated herein.

Funding Amount: N/A

Funding Source: N/A

Finance Committee Advised: Not Applicable

Finance Committee Recommendation: Not Applicable

Approved as to form:

Jeffrey B. Fuge
Jeffrey Fuge, Corporation Counsel

Date Submitted to County Board: March 11, 2008

County Board Action:

Adopted

Effective Date: Upon passage

Submitted at the request of the Personnel Committee

Russell E. Howard 2/28/08

K.J. [Signature]

Dyanara Bremer

Patricia Schmidt

Gerald W. Newell

Polk County Wisconsin

HOLD-IN-PLACE

Policy

Effective Date: March 11, 2008

Revision Date:

The Polk County Board of Supervisors recognizes that the safety of employees and the public is of paramount importance in the provision of County services. Employees have a right to expect guidelines in place to assist in their safety.

It will be expected that the employee take an active role in protecting first themselves, and then their fellow workers and public, by following the procedures created by the Safety Committee if a Hold-in-Place is declared.

The objective of the Hold-in-Place is to quickly and calmly secure both employees and public visitors in a safe location if/when a life threatening situation becomes imminent within a county building.

It will be the protocol of this policy that any employee observing a life threatening incident and/or individual is authorized to enact a Hold-in-Place following the procedures set in place by the Safety Committee. It will be the responsibility of the Department of Employee Relations to provide employee training, as well as conduct mock drills annually. The Safety Committee is responsible for monitoring the effectiveness of the procedures and making any necessary updates to the procedures to ensure the optimum safety for our employees and visiting public.

Hold-in-Place Procedures

- Upon observing a life threatening individual:
 - From SAFE location, employee initially enacting a Hold-in-Place should phone **9+9-1-1**
 - State Department and location
Always remain on the phone with 9-1-1 to answer all questions, remain on the line until directed to hang up.
(As the 9-1-1 Operator will be asking for any/all information, such as: Do you know who suspect, or description of suspect? Summarize the threat "Had a handgun and demanded to meet with... "Where are they now? If left, can you see a car and direction of travel?)
 - Direct another employee to dial ALL-PAGE
 - State, calmly & clearly, "HOLD-IN-PLACE is enacted, originating in _____ Dept. All employees & visitors need to be in a secure area." Repeat, TWO more times.

- When directed to Hold-in-Place:
 - Shut and LOCK the door(s) of office/work area.
 - Using discretion, check hallway before closing door for nearby employees and visitors, directing them to join you in secure area if safe to do so.
 - Move all individuals away from door(s).
 - Turn off lights
 - Close any window blinds/curtains, if possible to do so safely
 - Move away from all windows (including a door sidelight or window, do NOT remain within the line of sight).
 - Once Hold-in-Place is enacted, do NOT call 9-9-1-1 unless you have pertinent information. Keep phone lines available for emergency personnel.
 - HOLD! Remain in safe location, remain calm.
 - All-Clear will be issued by Law Enforcement over the PA system or room by room, when Hold-in-Place is over
 - Be aware, law enforcement may select to detain selected individuals to assist in gathering necessary information for their investigation
 - If Law Enforcement would deem an evacuation is necessary, offices/individuals will be notified and directed as necessary, it is imperative that their directions are followed.

Hold-in-Place

(A.k.a. Lockdown)

Hold-in-Place Objective

- The objective of the Hold-in-Place is to quickly and calmly secure both employees and public visitors in a safe location when a life threatening situation becomes imminent within a county building.

Hold-in-Place Protocol

- Any employee observing a life threatening incident/individual is authorized to enact a HOLD-IN-PLACE
 - **A life threatening individual is one with a weapon or one that threatens that they have a weapon**
 - When encountering an severely upset or suspicious individual(s), employees have the discretion to use panic button or call 9-9-1-1
- Personal safety is the sole objective of a Hold-in-Place, it is imperative that employees follow these procedures (on page 2) for their own safety, and for the safety of those around them.