

Yonkers Public Library Workplace Violence Prevention Policy

Effective Date: July 17, 2025

Reviewed: July 17, 2025

Approved by: YPL Board of Trustees

1. Purpose

In compliance with New York State Labor Law Section 27-B, which applies to all public libraries and public-sector employees in New York, The purpose of this policy is to ensure the safety and well-being of all employees by preventing and responding effectively to incidents of workplace violence.

2. Eligibility

This policy applies to all full- and part-time employees, vendors, contractors, volunteers, interns, partners, patrons and other members of the public, and any other individuals whether on library premises or off-site location where library business is conducted.

3. Definitions

Workplace violence is defined as “any physical assault, threatening behavior, or verbal abuse occurring in the work setting. It includes but is not limited to threats, verbal or physical intimidation, physical attacks, written content intended to threaten or create a hostile environment, and property damage.”

4. Zero Tolerance Statement

YPL has zero tolerance for violence in the workplace. Acts or threats of violence, including intimidation, harassment, or coercion, will not be tolerated and may result in disciplinary action up to and including termination, and/or criminal prosecution.

5. Risk Evaluation and Prevention Program

In compliance with Section 27-b, the Library shall develop and implement a Workplace Violence Prevention Program, which shall include, but not be limited to, the following elements:

a. Risk Assessment: YPL will conduct an annual risk evaluation of workplace violence hazards, considering:

- Library layout
- Incident history and incident reports
- Input from employees and unarmed security services
- Potential changes to the [Library Code of Conduct](#)

b. Incident Reporting and Investigation

- All employees must promptly report any act or threat of workplace violence to their supervisor or the Library Director.
- When acts of workplace violence have been committed by a patron an online incident report should be submitted.

- Reports will be taken seriously and kept confidential to the extent possible.
- Acts of violence against library employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken

6. Prevention Strategies

YPL will employ prevention strategies, including:

- Use of surveillance systems where appropriate.
- Design of physical space to minimize risk (e.g., clear sightlines, exit access)
- Procedures for dealing with difficult patrons, including:
 - Verbal de-escalation techniques
 - Calling for security/law enforcement if needed
 - Posting the Code of Conduct
- Workplace Violence Prevention Training for employees upon hire and annually thereafter.

7. Emergency Response

- Employees will be trained in emergency procedures for responding to active threats or violent incidents.
- 911 is to be called immediately in any situation involving immediate danger.
- Incident documentation and post-incident debriefings will be conducted.

8. Responsibility

- The Library Director is responsible for implementing the policy and reviewing it annually.
- Supervisors are responsible for ensuring compliance.
- Employees are responsible for following protocols and reporting concerns.

9. Review and Revision

This policy and the Workplace Violence Prevention Program will be reviewed and, when necessary, revised at least annually or following any workplace violence incident.