



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.3.

10/14/2025

Subject:

Approval, Re: Changes to Merit System Policy XII (Disciplinary Actions Policy) and BCC-05 (Zero Tolerance of Workplace Violence)

Fiscal Impact:

None

Dept/Office:

Office of Human Resources

Requested Action:

It is requested that the Board of County Commissioners approve changes to Merit System Policy XII (Disciplinary Actions Policy) and BCC-05 (Zero Tolerance of Workplace Violence) to reflect a change in the law regarding weapons/firearms as reflected in the attachments.

Summary Explanation and Background:

On September 10, 2025, the First District Court of Appeal issued its opinion in *McDaniels v. State*, 1D2023-0533 (Fla. 1st DCA 2025), which held that Florida's Open Carry Ban (Florida Statute §790.053) was unconstitutional; thereby making the open carry of firearms lawful for qualified individuals.

Notwithstanding the ability to open carry, Section 790.10, Florida Statutes, still prohibits the improper exhibition of a dangerous weapon or firearm. Should a person having or carrying a weapon or firearm openly exhibit it in a rude, careless, angry or threatening manner, not in necessary self-defense, the person may be guilty of a first-degree misdemeanor.

In response to the ruling, staff has consulted with the Brevard County Sheriff's Office and continues to review current County policies, procedures and other materials. Proposed changes to BCC-05 and Merit System Policy XII are attached. These changes are intended to:

- Ensure that the County complies with both Florida and Federal law;
- Ensure employees are entitled to their rights under the law; and
- Require an expectation of responsibility, safety and respect that seeks to ensure the safety of all officials and employees of the Brevard County Board of County Commissioners.

Clerk to the Board Instructions:

Please provide a copy of the Clerk's Memo to Human Resources.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

October 15, 2025

M E M O R A N D U M

TO: Jim Liesenfelt, County Manager

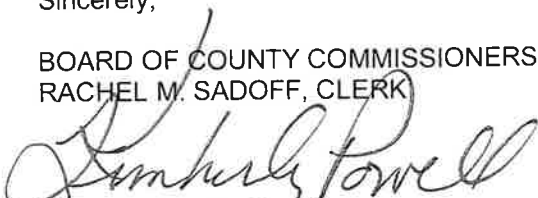
RE: Item F.3., Approval of Changes to Merit System Policy XII (Disciplinary Actions Policy) and BCC-05 (Zero Tolerance of Workplace Violence)

The Board of County Commissioners, in regular session on October 14, 2025, approved the changes to the Merit System Policy XII (Disciplinary Actions Policy); and approved Policy BCC-05, (Zero Tolerance of Workplace Violence) to reflect a change in the law regarding weapons/firearms. Enclosed is Merit System Policy XII and Policy BCC-05.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/ds

Encls. (2)

cc: Human Resources



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-05
Cancels: 5-22-2018
Approved: 10/14/2025
Originator: Human Resources
Review: 10/14/2028

TITLE: Zero Tolerance of Workplace Violence

I. Objective

To establish and maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. As a result, any threats or acts of violence made by an official/employee, against another person's life, health, wellbeing, family or property or to an officer/employee, will not be tolerated.

II. Definitions and References

- A. Workplace: includes any place, site, or vehicle owned and/or operated by Brevard County, or any place where and while a Brevard County employee is conducting County business.
- B. Violence: any act or instance of intentional physical harm or the threat of harm. The Board recognizes family violence, violence at work, and any other exposure to violence can affect an employee's work performance. The Board acknowledges all human relationships have the potential for conflict that may result in incidental or sustained violence. Violence may be a consequence of the actions of employees, supervisors, customers, clients, vendors, or any other person.
- C. Threat: the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- D. Intimidation: making others afraid or fearful through threatening behavior.

III. Directives

A. EXPECTATIONS

- 1. All Brevard County commissioners, commission staff, the county manager, county manager staff, the county attorney, county attorney staff, directors, managers, supervisors, and employees (hereinafter collectively referred to as

official(s)/employee(s)) are to treat each other, their customers and clients, and all others with courtesy, dignity, and respect. Violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace are not acceptable and will not be tolerated and are subject to disciplinary action up to and including dismissal.

2. Complaints of violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace will be investigated as will all violations of this policy of which the County may be made aware.
3. When a Brevard County official/employee is in lawful possession of a weapon or firearm while conducting business on behalf of Brevard County, he/she shall, at all times, comply with applicable Florida and/or Federal law, and use good judgment in the manner in which they possess, display, talk about or reference their weapon/firearm to avoid causing other persons to feel intimidated or threatened.

B. **TRAINING:** Brevard County will conduct a workplace violence training program.

C. **NON-RETALIATION:** This policy prohibits retaliation against any employee who brings complaints of violent or intimidating behavior, or who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, nor discriminated against, or discharged because of the complaint.

D. **DISCIPLINE**

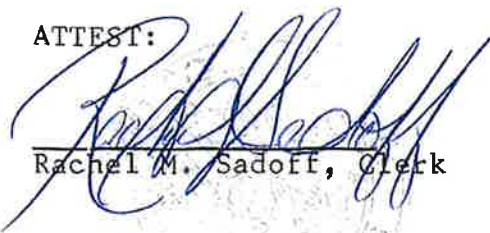
All managers have a responsibility to immediately intervene when any employee displays conduct which violates this policy. In situations where employee safety is at risk or the security of property is an issue, the supervisor, at his/her discretion and in accordance with Brevard County's disciplinary policies and procedures, may engage the assistance of law enforcement to remove the threatening employee.

Any employee deemed responsible for conduct that is prohibited by this policy is subject to disciplinary action appropriate to the specific incident (which could include revocation of the authorization to carry a concealed weapon or handgun as authorized herein), up to and including termination from employment, and civil or criminal penalties.


IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

ATTEST:



Rachel M. Sadoff, Clerk



Rob Feltner, Chairman
Board of County Commissioners
As approved by the Board on (Date)
October 14, 2025

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY XII**

Title: **DISCIPLINARY ACTIONS**

I. OBJECTIVE

To provide an effective supervisory tool which can modify inappropriate employee behavior, generating opportunities for success rather than failure, when a supervisor communicates and consistently and fairly applies reasonable work standards (rules) to employee behavior.

II. DIRECTIVES

A. OVERVIEW

Disciplinary action should be taken when just cause exists. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the fact that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis without creating a precedent for other cases which may arise in the future.

B. PROGRESSIVE DISCIPLINE

The progression of disciplinary actions, from least to most severe is as follows:

1. Verbal Counseling
2. Written Reprimand
3. Suspension
4. Demotion, Reduction in Pay and/or Placement on Disciplinary Probation
5. Dismissal

C. PRE-DISCIPLINARY HEARINGS

A pre-disciplinary hearing shall be provided to all employees in established positions, including those in probationary status, prior to the implementation of the disciplinary actions of suspension, demotion, reduction in pay, placement on disciplinary probation and/or dismissal. The hearing process shall provide employees with adequate notice of the charges and an opportunity to respond before a decision is made.

D. AUTHORITY TO IMPOSE DISCIPLINE

The authority to impose disciplinary actions involving suspensions, demotions or reductions in pay, or dismissals is reserved for the appointing authority. Such authority may be delegated to a subordinate supervisor, but any action of this nature must be reviewed and countersigned by the appointing authority.

DISCIPLINARY ACTIONS POLICY (continued)

E. DISCIPLINARY PENALTIES

The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal and are not intended to be all inclusive. Penalties for offenses not listed will be prescribed in consistence with offenses of comparable gravity. Should more than one offense be under consideration, the violations do not necessarily have to be identical in order to be classified as a second or third offense. Penalties for disciplinary offenses should normally fall within the suggested range, however, these ranges are merely guides and are not intended to limit the right of management to determine what constitutes an appropriate penalty. Depending on the nature of the offense, the past record of the employee, or extenuating circumstances, a more severe penalty, a lesser penalty, or a penalty outside of the range may be imposed. In the case of a dismissal offense, the minimum penalty for a first offense will be suspension.

When a full time permanent employee (40 work hours per week) is given time off without pay as a result of disciplinary action, the day off shall equate to an eight (8) hour day. Part time employee disciplinary time off without pay will be on a pro rata basis.

Deductions from pay of all employees (including exempt employees) may be made for unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules. Exempt employees will be subject to unpaid suspensions only as permitted by FLSA.

1. Range of Penalties for Minor Offenses

First Offense - Verbal counseling up to written reprimand

Second Offense - Written reprimand up to three (3) days suspension

Third Offense - Up to five (5) days suspension

Fourth Offense - Up to discharge

Minor Offenses:

- Poor housekeeping or occasional substandard work quality.
- Selling or soliciting on County property without prior authorization.
- Failure to obtain approval prior to engaging in other than County employment or business activity.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee. (Call-in times in this rule may be adjusted in each operation to comply with functional requirements. Employees shall be provided with notification of specific requirements.)
- Neglect, carelessness or disregard of common safety practices.
- Any act of negligence which results in a failure to complete assigned tasks or responsibilities in a timely and/or satisfactory manner.
- Failure to pay or make reasonable provision for future payment of legal debt which has caused annoyance or discredit to the County.

DISCIPLINARY ACTIONS POLICY (continued)

- Use or possession of another employee's working equipment without the employee's consent.
- Malicious mischief, horseplay, wrestling, or other undesirable conduct.
- Unexcused tardiness.
- Creating or contributing to unsafe or unsanitary conditions.
- Loafing, neglect of duties or otherwise wasting work time.
- Smoking in designated non-smoking areas in County facilities.

2. Range of Penalties for Major Offenses

First Offense - Written reprimand up to three (3) days suspension

Second Offense - Up to five (5) days suspension

Third Offense - Up to discharge

Major Offenses:

- Leaving the job during working hours without notice to or permission from supervisor.
- Absence without approved leave or failure to report after leave has been disapproved, revoked or canceled.
- Failure to report for overtime work without good reason after being scheduled to work.
- Failure to report a personal injury or equipment damage immediately to one's supervisor.
- Careless use of County property resulting in damage.
- An accident resulting in injury, due to carelessness, neglect or disregard of safety practices.
- Distribution of or posting written or printed matter of any description unless approved.
- Unauthorized removal of notices or signs from County bulletin boards.
- Abuse or misuse of the grievance procedure by filing habitual or unjustified grievances.
- Sleeping during working hours unless otherwise authorized, as in the Fire Rescue Service.
- Gambling on County property.

DISCIPLINARY ACTIONS POLICY (continued)

- Loss of County property through carelessness or negligence.
- Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public.
- Hindrance of operations because of excessive absenteeism or tardiness.
- Improper or unauthorized use of County property or equipment.
- Smoking in an area designated as non-smoking because of safety considerations.
- Operation of any County owned vehicle or equipment while under the influence of any medication or drug which causes drowsiness or other physical or psychological impairments.

Dismissal Offenses:

Reasons for dismissal of an employee may include, but not be limited to, the following:

- Wanton or willful neglect in the performance of assigned duties.
- Deliberate misuse, destruction or damage to any County property or the property of another person.
- Deliberate misuse of County's time, personnel and/or property for personal purpose.
- Failure to return to work upon expiration of a leave of absence.
- Abandonment of position by being absent from duty for three (3) consecutive workdays without proper authorization.
- Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive, or by demonstrating an antagonistic, disrespectful or belligerent attitude toward management.
- Violation of a safety rule or regulation resulting in an injury or death, or refusal to use proper safety equipment when provided.
- Misappropriation of County funds; unauthorized sale or disposal of County property for personal gain or profit; deliberate falsification of official reports; or violation of any other public trust.
- Falsification of any County records, reports, documents or correspondence.
- Providing false information to a supervisor or member of management.
- Conviction or guilt of any felony crime or a misdemeanor concerned with immoral conduct.
- Engaging in an illegal strike, work stoppage, slow down or acts of sabotage or vandalism.
- Refusal to sign or execute an oath of citizenship, oath of loyalty or other document

DISCIPLINARY ACTIONS POLICY (continued)

required by law or County regulations.

- Possession of firearms, explosives or other weapons while on duty or on County property or in a County vehicle, in a manner prohibited by County Policies and Procedures, Florida and/or Federal Law~~unless authorized by proper authority.~~
- The sale of narcotics or other illegal substances.
- Inability or unfitness to perform assigned duties.
- Concealment of a communicable disease which could endanger the health of other employees or the public.
- Providing entrance or access to County facilities or property to unauthorized persons.
- Theft, concealment or removal of County property or the property of another employee without proper authorization.
- Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers' compensation or other such benefits.
- Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other persons.
- Threatening physical violence or striking a supervisor.
- Creating a hostile or offensive work environment.
- Loss or suspension of a required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Failure to cooperate in an official investigation related to work.
- Conduct that raises obvious questions as to the employee's ability to maintain public trust.
- Discriminatory Harassment - Any unwelcome verbal comments or physical acts relating to an individual's race, color, gender, age, religion, national origin, veteran status, marital status or other characteristic protected by law which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substances at place of work, in official County vehicles or while on official duty.
- Reporting for duty under the influence of intoxicating beverages, non-prescribed drugs or illegal controlled substances.

DISCIPLINARY ACTIONS POLICY (continued)

- Testing positive for illegal drugs or alcohol in violation of the County's Drug/Alcohol Testing Policy.
- Sexual Harassment - Any unwelcome verbal or physical conduct of a sexual nature which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Solicitation or acceptance of any gift, gratuity or other form of compensation of any value whatsoever by an employee that is based on any understanding that the performance/non-performance of any duties or responsibilities associated with employment by the County or any official action or judgment of the employee would be influenced by such gift, gratuity or other form of compensation.
- An employee who receives three consecutive employee performance evaluations, including special evaluations, with ratings below the level of "meets expectations" shall be mandatorily dismissed from County employment.
- Any other incidents or series of incidents which, when considered on their merit, are equal in gravity to the offenses listed above.

F. CRIMINAL CONDUCT

Any employee arrested for any crime shall notify his/her supervisor within twenty-four (24) hours of the arrest or as soon as practical and advise what the charges are and his/her availability status.

When an employee is formally charged with criminal conduct which is job related and/or affects the public's trust and confidence in the employee and/or County government, the appointing authority will render a preliminary determination to either:

1. Allow the employee to continue to perform duties pending the outcome of the departmental investigation and final administrative determination; or
2. Reassign the employee to other, less sensitive duties pending the outcome of the departmental investigation and final administrative determination; or
3. Suspend the employee without pay pending the outcome of the departmental investigation and final administrative determination; or
4. Suspend the employee with pay.

DISCIPLINARY ACTIONS POLICY (continued)

In making the preliminary determination, the following factors will be considered:

1. The nature, weight, basis, and character of the criminal charges against the employee;
2. Any explanation offered by the employee;
3. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the public's trust and confidence in the employee and in the County government;
4. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the employee's ability to carry out his/her duties and responsibilities effectively.

Following the preliminary determination, the appointing authority will conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. Although this investigation will be more thorough than the preliminary determination, it is not intended to establish the employee's guilt or innocence of the formal criminal charge. Any disciplinary action taken will take into account the same factors used in making the preliminary determination, and will not be dependent upon the legal outcome of the criminal charges.

An individual who remains employed while charged with a crime, shall notify his/hers supervisor of any change in the status of the criminal proceedings within 48 hours of such change.

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY XII**

Title: **DISCIPLINARY ACTIONS**

I. OBJECTIVE

To provide an effective supervisory tool which can modify inappropriate employee behavior, generating opportunities for success rather than failure, when a supervisor communicates and consistently and fairly applies reasonable work standards (rules) to employee behavior.

II. DIRECTIVES

A. OVERVIEW

Disciplinary action should be taken when just cause exists. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the fact that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis without creating a precedent for other cases which may arise in the future.

B. PROGRESSIVE DISCIPLINE

The progression of disciplinary actions, from least to most severe is as follows:

1. Verbal Counseling
2. Written Reprimand
3. Suspension
4. Demotion, Reduction in Pay and/or Placement on Disciplinary Probation
5. Dismissal

C. PRE-DISCIPLINARY HEARINGS

A pre-disciplinary hearing shall be provided to all employees in established positions, including those in probationary status, prior to the implementation of the disciplinary actions of suspension, demotion, reduction in pay, placement on disciplinary probation and/or dismissal. The hearing process shall provide employees with adequate notice of the charges and an opportunity to respond before a decision is made.

D. AUTHORITY TO IMPOSE DISCIPLINE

The authority to impose disciplinary actions involving suspensions, demotions or reductions in pay, or dismissals is reserved for the appointing authority. Such authority may be delegated to a subordinate supervisor, but any action of this nature must be reviewed and countersigned by the appointing authority.

DISCIPLINARY ACTIONS POLICY (continued)

E. DISCIPLINARY PENALTIES

The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal and are not intended to be all inclusive. Penalties for offenses not listed will be prescribed in consistence with offenses of comparable gravity. Should more than one offense be under consideration, the violations do not necessarily have to be identical in order to be classified as a second or third offense. Penalties for disciplinary offenses should normally fall within the suggested range, however, these ranges are merely guides and are not intended to limit the right of management to determine what constitutes an appropriate penalty. Depending on the nature of the offense, the past record of the employee, or extenuating circumstances, a more severe penalty, a lesser penalty, or a penalty outside of the range may be imposed. In the case of a dismissal offense, the minimum penalty for a first offense will be suspension.

When a full time permanent employee (40 work hours per week) is given time off without pay as a result of disciplinary action, the day off shall equate to an eight (8) hour day. Part time employee disciplinary time off without pay will be on a pro rata basis.

Deductions from pay of all employees (including exempt employees) may be made for unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules. Exempt employees will be subject to unpaid suspensions only as permitted by FLSA.

1. Range of Penalties for Minor Offenses

First Offense - Verbal counseling up to written reprimand

Second Offense - Written reprimand up to three (3) days suspension

Third Offense - Up to five (5) days suspension

Fourth Offense - Up to discharge

Minor Offenses:

- Poor housekeeping or occasional substandard work quality.
- Selling or soliciting on County property without prior authorization.
- Failure to obtain approval prior to engaging in other than County employment or business activity.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee. (Call-in times in this rule may be adjusted in each operation to comply with functional requirements. Employees shall be provided with notification of specific requirements.)
- Neglect, carelessness or disregard of common safety practices.
- Any act of negligence which results in a failure to complete assigned tasks or responsibilities in a timely and/or satisfactory manner.
- Failure to pay or make reasonable provision for future payment of legal debt which has caused annoyance or discredit to the County.

DISCIPLINARY ACTIONS POLICY (continued)

- Use or possession of another employee's working equipment without the employee's consent.
- Malicious mischief, horseplay, wrestling, or other undesirable conduct.
- Unexcused tardiness.
- Creating or contributing to unsafe or unsanitary conditions.
- Loafing, neglect of duties or otherwise wasting work time.
- Smoking in designated non-smoking areas in County facilities.

2. Range of Penalties for Major Offenses

First Offense - Written reprimand up to three (3) days suspension

Second Offense - Up to five (5) days suspension

Third Offense - Up to discharge

Major Offenses:

- Leaving the job during working hours without notice to or permission from supervisor.
- Absence without approved leave or failure to report after leave has been disapproved, revoked or canceled.
- Failure to report for overtime work without good reason after being scheduled to work.
- Failure to report a personal injury or equipment damage immediately to one's supervisor.
- Careless use of County property resulting in damage.
- An accident resulting in injury, due to carelessness, neglect or disregard of safety practices.
- Distribution of or posting written or printed matter of any description unless approved.
- Unauthorized removal of notices or signs from County bulletin boards.
- Abuse or misuse of the grievance procedure by filing habitual or unjustified grievances.
- Sleeping during working hours unless otherwise authorized, as in the Fire Rescue Service.
- Gambling on County property.

DISCIPLINARY ACTIONS POLICY (continued)

- Loss of County property through carelessness or negligence.
- Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public.
- Hindrance of operations because of excessive absenteeism or tardiness.
- Improper or unauthorized use of County property or equipment.
- Smoking in an area designated as non-smoking because of safety considerations.
- Operation of any County owned vehicle or equipment while under the influence of any medication or drug which causes drowsiness or other physical or psychological impairments.

Dismissal Offenses:

Reasons for dismissal of an employee may include, but not be limited to, the following:

- Wanton or willful neglect in the performance of assigned duties.
- Deliberate misuse, destruction or damage to any County property or the property of another person.
- Deliberate misuse of County's time, personnel and/or property for personal purpose.
- Failure to return to work upon expiration of a leave of absence.
- Abandonment of position by being absent from duty for three (3) consecutive workdays without proper authorization.
- Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive, or by demonstrating an antagonistic, disrespectful or belligerent attitude toward management.
- Violation of a safety rule or regulation resulting in an injury or death, or refusal to use proper safety equipment when provided.
- Misappropriation of County funds; unauthorized sale or disposal of County property for personal gain or profit; deliberate falsification of official reports; or violation of any other public trust.
- Falsification of any County records, reports, documents or correspondence.
- Providing false information to a supervisor or member of management.
- Conviction or guilt of any felony crime or a misdemeanor concerned with immoral conduct.
- Engaging in an illegal strike, work stoppage, slow down or acts of sabotage or vandalism.
- Refusal to sign or execute an oath of citizenship, oath of loyalty or other document

DISCIPLINARY ACTIONS POLICY (continued)

required by law or County regulations.

- Possession of firearms, explosives or other weapons while on duty or on County property or in a County vehicle, in a manner prohibited by County Policies and Procedures, Florida and/or Federal Law.
- The sale of narcotics or other illegal substances.
- Inability or unfitness to perform assigned duties.
- Concealment of a communicable disease which could endanger the health of other employees or the public.
- Providing entrance or access to County facilities or property to unauthorized persons.
- Theft, concealment or removal of County property or the property of another employee without proper authorization.
- Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers' compensation or other such benefits.
- Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other persons.
- Threatening physical violence or striking a supervisor.
- Creating a hostile or offensive work environment.
- Loss or suspension of a required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Failure to cooperate in an official investigation related to work.
- Conduct that raises obvious questions as to the employee's ability to maintain public trust.
- Discriminatory Harassment - Any unwelcome verbal comments or physical acts relating to an individual's race, color, gender, age, religion, national origin, veteran status, marital status or other characteristic protected by law which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substances at place of work, in official County vehicles or while on official duty.
- Reporting for duty under the influence of intoxicating beverages, non-prescribed drugs or illegal controlled substances.

DISCIPLINARY ACTIONS POLICY (continued)

- Testing positive for illegal drugs or alcohol in violation of the County's Drug/Alcohol Testing Policy.
- Sexual Harassment - Any unwelcome verbal or physical conduct of a sexual nature which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Solicitation or acceptance of any gift, gratuity or other form of compensation of any value whatsoever by an employee that is based on any understanding that the performance/non-performance of any duties or responsibilities associated with employment by the County or any official action or judgment of the employee would be influenced by such gift, gratuity or other form of compensation.
- An employee who receives three consecutive employee performance evaluations, including special evaluations, with ratings below the level of "meets expectations" shall be mandatorily dismissed from County employment.
- Any other incidents or series of incidents which, when considered on their merit, are equal in gravity to the offenses listed above.

F. CRIMINAL CONDUCT

Any employee arrested for any crime shall notify his/her supervisor within twenty-four (24) hours of the arrest or as soon as practical and advise what the charges are and his/her availability status.

When an employee is formally charged with criminal conduct which is job related and/or affects the public's trust and confidence in the employee and/or County government, the appointing authority will render a preliminary determination to either:

1. Allow the employee to continue to perform duties pending the outcome of the departmental investigation and final administrative determination; or
2. Reassign the employee to other, less sensitive duties pending the outcome of the departmental investigation and final administrative determination; or
3. Suspend the employee without pay pending the outcome of the departmental investigation and final administrative determination; or
4. Suspend the employee with pay.

DISCIPLINARY ACTIONS POLICY (continued)

In making the preliminary determination, the following factors will be considered:

1. The nature, weight, basis, and character of the criminal charges against the employee;
2. Any explanation offered by the employee;
3. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the public's trust and confidence in the employee and in the County government;
4. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the employee's ability to carry out his/her duties and responsibilities effectively.

Following the preliminary determination, the appointing authority will conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. Although this investigation will be more thorough than the preliminary determination, it is not intended to establish the employee's guilt or innocence of the formal criminal charge. Any disciplinary action taken will take into account the same factors used in making the preliminary determination, and will not be dependent upon the legal outcome of the criminal charges.

An individual who remains employed while charged with a crime, shall notify his/hers supervisor of any change in the status of the criminal proceedings within 48 hours of such change.



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-05
Cancels: ~~4-28-15~~ 5-22-2018
Approved: 5-22-18
Originator: Human Resources
Review: ~~5-22-21~~

TITLE: Zero Tolerance of Workplace Violence

I. Objective

To establish and maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. As a result, any threats or acts of violence made by ~~or to an~~ official/employee, against another person's life, health, well-being, family or property or to an official/employee, will not be tolerated.

II. Definitions and References

- A. Workplace: includes any place, site, or vehicle owned and/or operated by Brevard County, or any place where and while a Brevard County employee is conducting County business.
- B. Violence: any act or instance of intentional physical harm or the threat of harm. The Board recognizes family violence, violence at work, and any other exposure to violence can affect an employee's work performance. The Board acknowledges all human relationships have the potential for conflict that may result in incidental or sustained violence. Violence may be a consequence of the actions of employees, supervisors, customers, clients, vendors, or any other person.
- C. Threat: the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- B.D. Intimidation: making others afraid or fearful through threatening behavior.
- C. "Concealed Weapon" means any dirk, knife, metallic knuckles, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife. Florida Statute 790.001(3)(a)(13), carried on or about the person in a manner to conceal the weapon from the ordinary sight of another person.
- D. "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;

~~the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime. Florida Statutes 790.001(6)~~

~~E. "Electric weapon or device" means any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury. Referred to as "electric weapon" below. Florida Statute 790.001(14).~~

~~F. "Self Defense Chemical Spray" means a device carried solely for the purposes of lawful self defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical. Florida Statute 790.001(3)(b).~~

III. Directives

A. EXPECTATIONS

~~1. All Brevard County commissioners, commission staff, the county manager, county manager staff, the county attorney, county attorney staff, managers, directors, managers, supervisors, and employees (hereinafter collectively referred to as official(s)/employee(s)) are to treat each other, their customers and clients, and all others with courtesy, dignity, and respect. Violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace are not acceptable and will not be tolerated and are subject to disciplinary action up to and including dismissal.~~

~~4.2. Complaints of violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace will be investigated as will all violations of this policy of which the County may be made aware.~~

~~2.3. When a Brevard County official/employee is in lawful possession of a weapon or firearm while conducting business on behalf of Brevard County, he/she shall, at all times, comply with applicable Florida and/or Federal law, and use good judgment in the manner in which they possess, display, talk about or reference their weapon/firearm to avoid causing other persons to feel intimidated or threatened. To the extent permitted by law, the County prohibits the possession of weapons or firearms, as defined by Section 790.001, Florida Statutes, on County premises or properties; provided, however, that this prohibition does not apply in the following circumstances:~~

~~a. Possession of a firearm, weapon or electric weapon is permitted when it is a necessary and approved requirement of the employee's job including, but not limited to, law enforcement. The employee shall be~~

~~required to have any necessary State of Florida licenses prior to being authorized to possess a weapon or firearm under this exception.~~

~~b. Other than as stated in 2.a.above, possession of a single handgun, or electric weapon (both referred to as "weapon" below) by an employee is permitted when an employee is properly licensed under Section 790.06, Florida Statutes, to the extent permitted by law, subject to the following limitations:~~

~~i. An employee possessing a handgun or weapon under this subsection must retain control of it, on their person, at all times.~~

~~ii. A handgun or weapon or carried under this subsection may not be left in an unoccupied county vehicle.~~

~~iii. An employee possessing a handgun or weapon under this subsection must keep such handgun or weapon concealed. An employee may secure a concealed handgun or weapon in a locked drawer (for example, desk or filing cabinet) exclusively under the employee's control meaning only the employee has a key to the lock. An employee may conceal the handgun or weapon in his/her purse, briefcase or backpack, but must keep such purse, etc., in his/her direct control at all times (for example, an employee securing a handgun in a backpack, must carry the backpack with them at all times).~~

~~iv. An employee is not permitted to carry a handgun or weapon under this subsection during a workday in which there is a reasonable possibility that her/his duties will include being within a facility in which possession of such weapon is prohibited under law~~

~~v. An appointing authority has the authority to prohibit a given class or group of employees from possessing a handgun or weapons otherwise permitted under this subsection upon a determination by the appointing authority that the nature of duties or circumstances of the employee's work environment renders the carrying of such handgun or weapon impractical or unsafe (for example, the possibility the employee's duties involve entering on or into facilities where carrying a concealed firearm or weapon is prohibited by law).~~

~~c. A lawfully owned weapon or firearm is permitted in a privately owned and locked vehicle in a parking lot when an employee or citizen complies with Section 790.251, Florida Statutes.~~

~~d. Pursuant to Florida Law 790.06(12), an employee is not authorized to
openly carry a handgun or carry a concealed weapon into:~~

- ~~i. Any place of nuisance as defined in s. 823.05;~~
- ~~ii. Any police, sheriff or highway patrol station;~~
- ~~iii. Any detention facility, prison or jail;~~
- ~~iv. Any courthouse;~~
- ~~v. Any courtroom;~~
- ~~vi. Any polling place;~~
- ~~vii. Any meeting of the governing body of a county, public school
district, municipality, or special district;~~
- ~~viii. Any meeting of the Legislature or a committee thereof;~~
- ~~ix. Any school, college, or professional athletic event not related to
firearms;~~
- ~~x. Any elementary or secondary school facility or administration
building;~~
- ~~xi. Any career center;~~
- ~~xii. Any portion of an establishment licensed to dispense alcoholic
beverages for consumption on the premises, which portion of
the establishment is primary devoted to such purpose;~~
- ~~xiii. Any college or university facility unless the licensee is a
registered student, employee, or faculty member of such
college or university and the weapon is a stun gun or nonlethal
electric weapon or devise designed solely for defensive
purposes and the weapon does not fire a dart or projectile;~~
- ~~xiv. The inside the passenger terminal of an airport provided that no
person shall be prohibited from carrying any legal firearm into
the terminal, which firearm is encased for shipment for
purposes of checking such firearm as baggage to be lawfully
transported on any aircraft;~~
- ~~xv. Any place where the carrying of firearms is prohibited by law.~~

~~e. An employee is authorized to carry self-defense chemical spray as defined herein for his/her personal protection.~~

B. TRAINING: Brevard County will conduct a workplace violence training program.

C. NON-RETALIATION: This policy prohibits retaliation against any employee who brings complaints of violent or intimidating behavior, or who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, nor discriminated against, or discharged because of the complaint.

D. DISCIPLINE

All managers have a responsibility to immediately intervene when any employee displays conduct which violates this policy. In situations where employee safety is at risk or the security of property is an issue, the supervisor, at his/her discretion and in accordance with Brevard County's disciplinary policies and procedures, may engage the assistance of law enforcement to remove the threatening employee.

Any employee deemed responsible for conduct that is prohibited by this policy is subject to disciplinary action appropriate to the specific incident (which could include revocation of the authorization to carry a concealed weapon or handgun as authorized herein), up to and including termination from employment, and civil or criminal penalties.

IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

~~Rita Pritchett~~ Rob Feltner, Chairman

Board of County Commissioners

As approved by the Board on (Date)



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-05
Cancels: 5-22-2018
Approved:
Originator: Human Resources
Review:

TITLE: Zero Tolerance of Workplace Violence

I. Objective

To establish and maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. As a result, any threats or acts of violence made by an official/employee, against another person's life, health, wellbeing, family or property or to an officer/employee, will not be tolerated.

II. Definitions and References

- A. Workplace: includes any place, site, or vehicle owned and/or operated by Brevard County, or any place where and while a Brevard County employee is conducting County business.
- B. Violence: any act or instance of intentional physical harm or the threat of harm. The Board recognizes family violence, violence at work, and any other exposure to violence can affect an employee's work performance. The Board acknowledges all human relationships have the potential for conflict that may result in incidental or sustained violence. Violence may be a consequence of the actions of employees, supervisors, customers, clients, vendors, or any other person.
- C. Threat: the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- D. Intimidation: making others afraid or fearful through threatening behavior.

III. Directives

A. EXPECTATIONS

- 1. All Brevard County commissioners, commission staff, the county manager, county manager staff, the county attorney, county attorney staff, directors, managers, supervisors, and employees (hereinafter collectively referred to as

official(s)/employee(s)) are to treat each other, their customers and clients, and all others with courtesy, dignity, and respect. Violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace are not acceptable and will not be tolerated and are subject to disciplinary action up to and including dismissal.

2. Complaints of violence, threats, harassment, physical or psychological intimidation, assault or physical abuse, vandalism, sabotage, arson, and any other disruptive behaviors in our workplace will be investigated as will all violations of this policy of which the County may be made aware.
3. When a Brevard County official/employee is in lawful possession of a weapon or firearm while conducting business on behalf of Brevard County, he/she shall, at all times, comply with applicable Florida and/or Federal law, and use good judgment in the manner in which they possess, display, talk about or reference their weapon/firearm to avoid causing other persons to feel intimidated or threatened.

B. TRAINING: Brevard County will conduct a workplace violence training program.

C. NON-RETALIATION: This policy prohibits retaliation against any employee who brings complaints of violent or intimidating behavior, or who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, nor discriminated against, or discharged because of the complaint.

D. DISCIPLINE

All managers have a responsibility to immediately intervene when any employee displays conduct which violates this policy. In situations where employee safety is at risk or the security of property is an issue, the supervisor, at his/her discretion and in accordance with Brevard County's disciplinary policies and procedures, may engage the assistance of law enforcement to remove the threatening employee.

Any employee deemed responsible for conduct that is prohibited by this policy is subject to disciplinary action appropriate to the specific incident (which could include revocation of the authorization to carry a concealed weapon or handgun as authorized herein), up to and including termination from employment, and civil or criminal penalties.

IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

ATTEST:



Rachel M. Sadoff, Clerk



Rob Feltner, Chairman
Board of County Commissioners
As approved by the Board on (Date)
October 14, 2025