



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
113 SCHUM AVE
BROOKLYN, NEW YORK 11252

REPLY TO
ATTENTION OF

IMHA-ZA
Command Policy Letter # 13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Workplace Violence Prevention (WVP) Policy

1. REFERENCES:

- a. DoDI 4715.1E, Environment, Safety and Occupational Health (ESOH), 19 March 2005.
- b. Occupational Safety and Health Act of 1970, 29 December 1970, as amended 1 January 2004.
 - c. United States Office of Personnel Management Guide, Office of Workplace Relations (OWR)-9, Dealing With Workplace Violence, February 1998.
 - d. Operations Order: U.S. Army Installation Management Command (IMCOM) Prevention of Workplace Violence Program, 21 September 2012, with FRAGOs 1 and 2.
2. APPLICABILITY: This policy applies to all Soldiers, Department of the Army Civilian employees, military and civilian employee Family members, retired military personnel and their family members, contractors and visitors to Fort Hamilton.
3. PROPONENT: Directorate of Emergency Services, Fort Hamilton.
4. POLICY:
 - a. It is Fort Hamilton's policy to promote a safe and secure environment for all its community members and visitors. Fort Hamilton is committed to maintaining an installation free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive, no installation is immune. Every agency may be affected by disruptive behavior at one time or another.

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b. Violence or threats of violence will not be tolerated at Fort Hamilton. Violent behavior in the workplace includes, but is not limited to: verbal or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or physical assault. Disruptive behavior can include belligerent or antagonistic behavior, bullying, hitting, pushing and/or purposely impeding the movement of another or other conduct (including making threats or intimidating references using all forms of social media) that creates an offensive and hostile environment. It can also include making inappropriate references to guns, bringing a gun to the workplace or making statements that indicate a fascination with incidents of workplace violence. All reports of incidents will be taken seriously and will be dealt with appropriately and expeditiously. Individuals who commit such acts may be removed from the installation and may be subject to disciplinary action, criminal penalties, or both.

c. Threats and/or assaults occurring within the workplace will be reported immediately to the Fort Hamilton Directorate of Emergency Services (DES) by dialing 718 630-HELP (4357). Other incidences of disruptive behavior should be first reported to a supervisor or a manager in the chain of the person that feels threatened. Leaders and supervisors are obligated to deal with inappropriate behavior and ensure that appropriate security and personnel procedures are followed when incidents or suspected incidents occur. Civilian supervisors and managers receiving such reports should contact the Civilian Personnel Assistance Center (CPAC) at 718 630-4031 regarding investigating the incident and initiating appropriate action. If the incident occurs outside of the workplace, immediately report it to DES at the number listed above.

5. We need the cooperation of all personnel, commanders, managers, and support services to identify and respond to violent or disruptive behavior. Fort Hamilton and tenant activity leaders must be aware of this policy and educate their personnel on the importance of promptly reporting incidents to their supervisors, managers and the DES. Reference 1d, above, requires:

a. Newly hired garrison civilian employees to complete Prevention of Violence in the Workplace awareness training within 30 days of arrival and provide a copy of certificate of completion to their first level supervisor. This training will be part of the installation in-processing program.

b. Garrison civilian managers and supervisors to complete the Managerial Workplace Violence Course and garrison military and civilian employees to complete the Employee Workplace Violence Course. This is an annual training requirement.

c. All garrison personnel to forward copies of their certificates of completion to Fort Hamilton Workforce Development, ATTN: Ms Tilonna at rose.tilonna@us.army.mil.

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6. This policy letter also establishes the USAG Fort Hamilton Threat/Assessment Management Team (TAMT) (Enclosure 1). The garrison commander will convene the TAMT semi-annually or as required. The Director of DES is the chairman of the TAMT and is responsible for contacting the team members.
7. Point of contact for this memorandum is Mr. Michael L. Canter, DES at (718) 630-4703 or via email at michael.l.canter@us.army.mil.

Encl
WPV Threat Mgt Team List


ELYN GINES
COL, AG
Commanding

**WORKPLACE VIOLENCE PREVENTION (WVP)
THREAT MANAGEMENT TEAM (TMT)**

DIRECTOR OF EMERGENCY SERVICES

DIRECTOR, HUMAN RESOURCES

EMPLOYEE ASSISTANCE PROFESSIONAL

OCCUPATIONAL HEALTH NURSE

DIRECTOR, ARMY COMMUNITY SERVICES

STAFF JUDGE ADVOCATE

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST CHAPLAIN

YOUTH SERVICES OFFICER

SAFETY OFFICER

CRIMINAL INVESTIGATION DIVISION REPRESENTATIVE

DIRECTOR, PUBLIC AFFAIRS

BEHAVIORAL HEALTH SERVICES REPRESENTATIVE