



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
US ARMY GARRISON-ROCK ISLAND ARSENAL  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, ILLINOIS 61299-5000

REPLY TO  
ATTENTION OF

IMNE-RIA-ZA

JUN 10 2010

MEMORANDUM FOR All Employees; HQ ASC, JMC, USAG-RIA, TACOM-RI, JMTC  
and Tenant Activities

SUBJECT: Violence in the Workplace – Policy Memo #A-20

1. This policy statement is applicable to all installation directorates and offices and is effective immediately.
2. Workplace violence can occur at or outside the workplace and can range from threats, verbal abuse and workplace bullying to physical assaults and homicide. However it manifests itself, workplace violence is a growing concern for employers and employees. The policy of United States Army Garrison – Rock Island Arsenal (USAG-RIA) is to provide a safe working environment for all its military and civilian personnel. In its commitment to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior, this garrison maintains a zero-tolerance policy toward any form of workplace violence against or by personnel that work on this installation. While this kind of conduct is not typical on this installation, no command is immune from such incidents; therefore, commanders and managers must be prepared to take immediate action to properly respond to knowledge of or reports of such incidents.
3. Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. The expectation is that each employee, including managers and supervisors, treat other employees, customers and potential customers with dignity and respect. You can and should, expect management to care about your safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations. All reports of such incidents should be taken seriously, properly investigated and dealt with appropriately.
4. We need the cooperation of all personnel, commanders, managers and support services to identify and respond to violent or disruptive behavior. USAG-RIA and Tenant Activity Leaders must inform all Civilian and Military personnel of the Installation Policy against workplace violence and educate personnel on the importance of promptly reporting incidents to their supervisors and managers. Supervisors and managers have the obligation to deal with inappropriate behavior and ensure availability of information on workplace violence, and to follow appropriate security and personnel procedures when incidents, or suspected incidents, occur. Early intervention can reduce and eliminate violent acts and disruptive behavior.

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5. All incidents must be promptly and thoroughly investigated or the essential facts surrounding the incident can be lost or misinterpreted and corrective actions might then be incomplete or ineffective. Incidents should be reported to the USAG - RIA Threat Assessment Team (TAT), a multi-disciplinary team who will investigate the incident and make recommendations to management to prevent situations from escalating into violence. To make a report to the TAT, contact any of the following Points of Contact (POCs). Any of these POCs will be able to initiate a TAT review of the situation or incident.

- a. The Rock Island Arsenal (RIA) Police Department at (309)782-6116
- b. Your organization's Civilian Personnel Advisory Center (CPAC)
- c. The Employee Assistance Program at (309)782-4357
- d. Your organization's Legal Office

6. If violence is imminent, dial 911 from an on-post telephone to summon the assistance of the RIA Police Department. If using a cell phone, dial 911 and ask to connect you to the RIA Police Department or call the RIA Police Department Dispatch Center directly by dialing (309)782-6116.

7. Questions concerning this policy may be addressed to Ms. Lori Griffin, Chief, RIA Army Substance Abuse Program/Employee Assistance Program (ASAP/EAP), IMNE-RIA-HRE, at extension 2-4357 or e-mail [lori.griffin@us.army.mil](mailto:lori.griffin@us.army.mil).

  
JOEL G. HIMSL  
Garrison Manager