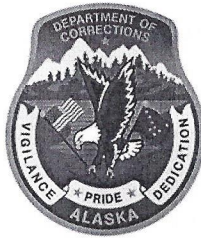
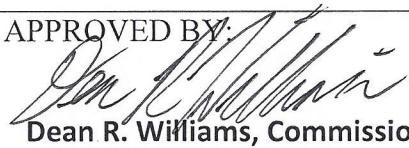


**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

SECTION: Administration		PAGE: Page 1 of 3
CHAPTER: 200	NUMBER: 201.13	P&P TYPE: Public
TITLE: Workplace Violence		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 03/01/17
ATTACHMENTS / FORMS: (A.) Workplace Violence Education Information Handout. (B.) Workplace Violence Training Resources List. (C.) Employee Assistance Programs List. (D.) Workplace Violence Training Log Sheet.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 AS 33.05.010 AS 33.16.180 AS 33.30.011 AS 33.30.021

DISCUSSION:

The Department of Corrections (DOC) recognizes that workplace violence is a risk many of its employees face on a daily basis. Workplace violence can strike anywhere and no one is immune. Some employees, however, including those working for the Department may be at increased risk due to their job duties.

POLICY:

- I. To that end it is the policy of the Department of Corrections (DOC) to have zero-tolerance for acts of violence in the workplace, regardless of whether the violence originates inside or outside of the workplace.
- II. It is also the policy of the Department to have zero-tolerance for acts of bullying and harassment in the workplace, as these can have a similar effect to violence upon the victims and the workplace as a whole.
- III. It is the policy of the Department to have in place resources to help employees recognize the risk potential for workplace violence and bullying, as well as resources concerning how to react to and report workplace violence and bullying or the potential for workplace violence.
- IV. It is the policy of the Department to provide employees with appropriate training related to workplace violence and bullying, as well as provide employees with information on employee assistance programs that may be available to them and their family members.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Domestic Violence (DV):

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Domestic violence is an abusive behavior that is physical, sexual and / or psychological, intended to establish and maintain control of a partner.

Employee Assistance Program (EAP):

A program that is usually part of an employee’s health insurance that is designed to provide confidential professional counseling services on a wide variety of topics such as: emotional wellness; stress management; marital / relationship issues; grief issues; and so on.

Workplace Violence:

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs in the workplace. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors.

PROCEDURES:

I. Workplace Violence Resources:

A. The Department has various resources on the topic of workplace violence available to employees. These resources include:

1. The *Workplace Violence Education Information Handout*. (Attachment A.)
2. The *Workplace Violence Training Resources List*. (Attachment B.)
3. The *Employee Assistance Programs List*. (Attachment C.)
4. Mandatory workplace violence training.

B. Department employees should become familiar with these optional resources in addition to the mandatory training provided to all DOC employees.

II. Emergency Response / Medical Treatment:

A. In the event that a workplace violence incident does occur, any injured staff should get medical treatment right away. Dial “911” if need be.

B. Other emergency or law enforcement services should be contacted as necessary, depending on the incident.

C. Once the incident is under control and there is no longer an immediate threat or danger, supervisors on scene should debrief employees and hand out copies of the *Employee Assistance Programs List* (Attachment C).

III. Reporting:

A. As well as reaching out to external agencies to report workplace violence incidents and concerns when appropriate, employees should also consider reporting any concerns about workplace violence and

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bullying or the potential for workplace violence internally.

- B. When making an internal report, employees should contact their immediate or section supervisor first, providing that the supervisor is not involved in instigating the violence or bullying in any way.
- C. If the employee does not want to (or feels they cannot) approach their supervisor, they may speak to a co-worker. This co-worker could then make the report on behalf of the victim employee.
- D. Instances of workplace violence or bullying may also be reported to the Department's HR Division as well, or if the situation warrants it the Department's Professional Conduct Unit (PCU).
- E. Lastly, those employees who are members of a collective bargaining unit may report the matter to their union. The union will then normally contact the State and the Department which will prompt an investigation of the matter.
- F. The Department shall also report (in writing) all workplace injuries suffered by employees to the Division of Worker's Compensation, regardless of how the injury comes about.

IV. Training And Resources:

A. Mandatory Training:

1. All employees must complete the Department approved workplace violence training course.
2. Upon completion of the course employees will complete the *Workplace Violence Training Log Sheet* (Attachment D) and turn it in to their Supervisor / Training Officer along with a copy of their training certificate of completion.
3. The original *Workplace Violence Training Log Sheet* and certificate of completion should be filed in the employee's personnel file, while copies should be filed in the Supervisory File and the Training Academy Training Files (Doc.Trainingfiles@alaska.gov). An optional copy may be placed in any local training file if applicable.

B. Optional Training:

1. Employees may also avail themselves of various trainings and resources that are available free of charge. These include online courses, videos and PowerPoint presentations.
2. A full list of some optional training resources may be found on the *Workplace Violence Training Resources List* (Attachment B).

V. Record Keeping:

Any written documents, correspondence or forms related to any actual or potential workplace violence or bullying incident will be kept for a minimum of ten (10) years.

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