

**PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY: 99.100.15**

Subject: Violence-Free Workplace

Applicability: OMD State employees

Effective Date: 7 November 2006

I. PURPOSE: To prohibit workplace violence committed by or against employees, volunteers, visitors, or any person committed to the care and custody of the department.

II. GENERAL POLICY: It is the policy of the Oregon Military Department (OMD) to provide a safe and violence-free workplace for employees, volunteers, visitors, or any person committed to the care and custody of the department.

III. DEFINITIONS:

A. Official Business: Any person who as an employee or authorized representative of the state or other governmental or public entity is at the department or acting on behalf of the department on business or in an official capacity.

B. Premises: Any building, property or facility owned, operated, leased, occupied or controlled by the Oregon Military Department, including those areas attached to or adjacent to such premises, such as parking lots and entry ways.

C. Weapon: Any device, instrument, object, or material that could be used to threaten, injure, kill, or cause harm in any way to another living being. Weapons include but are not limited to firearms, pellet or stun guns, knives (except small pocketknives), explosives, sprays, projectiles, clubs, brass knuckles, or any other device that could cause physical harm to another living being.

IV. STANDARDS:

A. Workplace violence includes harassment, threats, statements intended to invoke fear in another, threatening conduct, and violent behavior. Prohibited conduct under this policy includes but is not limited to:

1. Physical (hitting, shoving, pushing another), oral (repeated, unsolicited or threatening telephone calls), or written (repeated, unsolicited or threatening letters or e-mail messages) conduct causing or intending to cause psychological, emotional, or physical harm to another or causing or intending to cause damage to department property.

2. Outbursts or obscenities directed toward an employee, a volunteer, visitor, caller, or person in the care or custody of the department.

B. Weapons are prohibited inside any department premises unless the person is at the Department on official business and the weapon is to be used in carrying out the person's official business with the department or in his or her position of employment or when a departmental employee is authorized to use a departmental range facility or attend a sanctioned gun show located on departmental premises.

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Weapons are prohibited inside the Youth Challenge Program premises and compound except when law enforcement officials are carrying out official business at the Youth Challenge premises.

C. Employees who bring onto departmental premises, display or use any weapon in any manner that violates this policy are subject to disciplinary action up to and including dismissal.

D. Visitors shall be informed that weapons are not permitted on departmental premises, including any visitor who is carrying a firearm under a concealed firearm permit issued pursuant to Oregon Revised Statute 166.291 and 166.292, unless the visitor is carrying the concealed firearm in an official capacity as a public employee.

E. Persons conducting weapons firing on departmental premises must follow the current Standard Operating Procedures in place for that location.

F. This policy prohibits retaliation against employees who report or experience workplace violence.

V. RESPONSIBILITIES:

A. Any employee with knowledge that another employee, volunteer, client, customer or visitor is in violation of this policy should immediately report such knowledge to his or her supervisor, to another supervisory employee, or to the State Personnel Office (AGP).

1. If an individual who is not a State employee is suspected or discovered carrying a weapon, but there is no reason to believe the individual is an immediate threat, normal business should be transacted without comment. After the individual leaves the area, the employee shall report the incident to a supervisor or the AGP.

2. If the individual is not a State employee and poses a threat that he or she may exhibit or pull a weapon, the situation is to be treated as an immediate danger. Anyone who can safely do so should exit the area and call the police.

3. No OMD employee or volunteer should approach another employee, volunteer, client, customer, or visitor who is suspected of possessing a weapon. No employee or volunteer should take any action that will risk his or her own safety or the safety of other individuals in the area. No attempt should be made to disarm, restrain or forcibly evict any person from the premises. In all cases employees should exercise reasonable judgment in determining appropriate action.

B. Any supervisor receiving a report of violation of this policy shall immediately forward the report to AGP. AGP staff will investigate all reports of threats or violence.

C. Where there is a question of an OMD employee's fitness for duty, OMD may take appropriate measures, such as requiring the employee to participate in a threat assessment or evaluation of fitness for duty. A mental health professional selected and paid for by the OMD will conduct the threat assessment or evaluation of fitness for duty. The employee may be placed on administrative leave pending the results of the assessment or evaluation.

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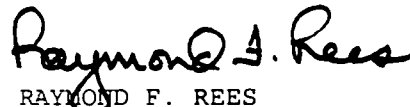
D. The OMD will provide employees training on the provisions of this policy.

VI. CONSEQUENCES FOR ENGAGING IN PROHIBITED CONDUCT: Employees who are found to have violated this policy are subject to corrective or disciplinary action up to and including dismissal.

VII. POLICY CLARIFICATION:

A. Threats and threatening behavior may be physical, oral, or written conduct that express or are perceived as expressing, intent to cause physical or psychological harm, or both against, an individual or individuals or damage to property.

B. Violence or violent behavior is the actual carrying out of threatening behavior.



RAYMOND F. REES
Major General
The Adjutant General