



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

FORT LEE POLICY NO. 07-07  
12 July 2013

IMLE-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty to Report and Investigate Violence in the Workplace Incidents

1. Authority and References:

- a. DoDI 4715.1E, Environment, Safety and Occupational Health (ESOH), dated 19 Mar 05.
- b. IMCOM Command Policy #8, Prevention of Workplace Violence, dated 16 Mar 12.
- c. IMCOM OPORD 12-296, US Army Installation Management Command (IMCOM) Prevention of Workplace Violence Program.

2. Background:

- a. Violence in the workplace is a growing phenomenon in America. While the military workplace is generally less prone to disruptive employee behavior than the civilian workplace, recent experience indicates that it is not immune.
- b. Key to preventing workplace violence is early recognition and intervention. To ensure that recognition and intervention are timely, all potential threats should be reported and investigated. The primary goal of reporting and investigating is to prevent inappropriate conduct and violent behavior in the workplace.

3. Policy:

- a. Duty to Report.
  - (1) Soldiers and Civilian employees are in a unique position to detect change in the behavior of their co-workers. All persons working on Fort Lee should be alert for changes in co-workers' behavior that might lead to violent behavior later.
  - (2) Persons working on Fort Lee, both Soldiers and Civilians, have a duty to report behavioral changes, violent speech or threats so that appropriate action may be taken.
  - (3) Normally, reports will be made to the chain of command or supervisory chain. However, reports may be made to higher level commanders, senior supervisors, the Provost Marshal (PM) Inspector General (IG), Staff Judge Advocate (SJA) or other Fort Lee support agencies, if necessary.

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(4) Reporting should be considered a duty of good citizenship by both workers and supervisors. Workers will not be censured for making good-faith reports regarding the behavior of fellow workers. Leaders at all levels will strive to create a workplace environment where employees perceive no threat of reprisal for reporting potential threats.

b. Duty to Investigate.

(1) For the “duty to report” policy to be successful, all reports must be properly investigated and appropriate action taken.

(2) Supervisors, commanders and support agencies that receive reports of questionable employee behavior, violent speech, or threats have the duty to investigate these reports.

(3) Commanders may investigate under the authority of Army Regulation (AR) 15-6, if appropriate. Incidents not within the commander’s investigative purview or capacity should be referred to the Provost Marshal, Criminal Investigation Command (CID), or Inspector General, if required.

(4) Reports received by the PM, CID, IG or SJA will be investigated by that office if they fall within their investigative purview. Complaints not within agency purview will be forwarded to the proper agency for investigation.

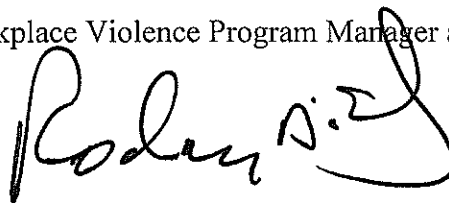
(5) The goals of investigation are the prevention of violent acts and referral for counseling, assistance, hospitalization or disciplinary action, as necessary.

4. The Fort Lee Threat Assessment Team Council (TATC) was established to record and report acts of violence and threatening incidents within the command; and to create and sustain a healthy, productive, safe and secure workplace environment. The TATC supports all workplaces on Fort Lee, regardless of command. Training information and IMCOM’s Workplace Violence Prevention and Response Guide can be accessed at:

<http://www.lee.army.mil/hrd/prevention.of.workplace.violence.program.aspx>.

5. This policy supersedes Fort Lee Policy No. 07-07 dated 5 June 2009.

6. Proponent for this policy is the Workplace Violence Program Manager at 734-6366.



RODNEY D. EDGE  
COL, LG  
Commanding

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