

STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: 1 of 3
	CHAPTER: 200	NUMBER: 201.13	P&P TYPE: Public
	TITLE: Workplace Violence		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 06/09/2020
ATTACHMENTS / FORMS: A. Workplace Violence Training Log Sheet		AUTHORITY / REFERENCES: 22 AAC 05.155	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have zero tolerance for acts of violence in the workplace, including instances of harassment and bullying, regardless of whether the violence, harassment, or bullying originates inside or outside of the workplace.
- II. It is the policy of the Department to have in place training to assist employees in recognizing potential workplace violence and bullying, and how to report and respond to workplace violence.
- III. It is the policy of the Department to ensure employees are aware of employee assistance programs that may be available to them and their family members.
- IV. It is the policy of the Department to assess and respond to instances of workplace violence, regardless of whether the violence originates from an employee, inmate/probationer or parolee, or member of the public.

APPLICATION:

This policy and procedure shall apply to all Department employees.

DEFINITIONS:

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

Bullying:

Repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade, or humiliate a particular person and which usually involves a real or perceived imbalance of power.

Harassment:

Behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct. Certain types of harassing conduct may constitute a crime under AS 11.61.118 – 120.

Employee Assistance Program (EAP):

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

SUPERCEDES POLICY DATED:	03/01/2017
THIS POLICY NEXT DUE FOR REVIEW ON:	06/08/2025

SECTION: Administration		PAGE: 2 of 3
CHAPTER: 200	NUMBER: 201.13	P&P TYPE: Public
TITLE: Workplace Violence		

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. Mandatory Training:

- A. All employees must complete Department-approved workplace violence training.
- B. Upon completion of the training employees will complete the Workplace Violence Training Log Sheet (DOC Form 201.13A) and submit it to their Supervisor/Training Officer.
- C. The original Workplace Violence Training Log Sheet should be filed in the employee's personnel file. Copies should be filed in the Supervisory File and the Training Academy Training files. An optional copy may be placed in any local training file, if applicable.

II. Emergency Responses & Reporting:

- A. If a workplace violence incident occurs, any injured employees shall get immediate medical treatment. Emergency medical services (EMS) shall be activated when necessary.
- B. All instances of workplace violence (i.e., assaultive conduct, threats made against a person, harassment, bullying) shall be reported to a supervisor immediately.
 1. All instances of workplace violence directed at staff by an inmate/probationer or parolee, or as a result of behavior by an inmate/probationer or parolee, visitor, volunteer, or other member of the public shall be documented via DOC P&P 104.01 (Special Incident Report) or DOC Form 809.04A (Incident Report).
 2. For instances involving workplace violence as a result of employee conduct, the supervisor upon notification shall document the report, gather additional information, and provide the information to the Superintendent or Chief Probation Officer. If an employee does not believe their supervisor is an appropriate person to receive the information, they may contact Human Resources, their union or another appropriate party to make the report.
 3. Anyone with knowledge of a threat against another employee shall immediately inform their chain of command. The employee's supervisor, or a higher-level supervisor, must advise the targeted employee as soon as possible of the following (if known):
 - a. The nature and assessed credibility of the threat;
 - b. When the threat was made; and
 - c. The originator of the threat.

SUPERCEDES POLICY DATED:	03/01/2017
THIS POLICY NEXT DUE FOR REVIEW ON:	06/08/2025

SECTION: Administration		PAGE: 3 of 3
CHAPTER: 200	NUMBER: 201.13	P&P TYPE: Public
TITLE: Workplace Violence		

4. Additionally, if an employee perceives a threat of workplace violence, the employee shall notify their supervisor, or a higher-level supervisor, of their concern.

III. Responding to Workplace Violence

- A. When an employee reports an instance of workplace violence, the supervisor shall document the instance and report the conduct to the Superintendent or Chief Probation Officer.
- B. When the conduct involves a threat of violence directed by an inmate against a staff member, the matter shall be documented via Incident Report and processed according to DOC P&P 809.04 (Disciplinary Committee Hearing Officer and Basic Operation).
- C. In instances where a correctional officer has been physically assaulted while on-duty, the on-duty supervisor shall notify the Alaska Correctional Officers Association within thirty-six (36) hours of the assault occurring.
- D. When the conduct involves a threat of violence made by an employee towards a coworker or an inmate/probationer or parolee, the employee's immediate supervisor and Human Resources shall be notified immediately. Human Resources will provide further guidance.
- E. If violent conduct occurs, a referral to the Alaska State Troopers or local law enforcement may be necessary. The referred law enforcement agency is responsible for any criminal investigation of the reported conduct.
- F. When inmate workplace violence is directed at staff, the Superintendent may request a transfer of the inmate through DOC P&P 702.10 (Central Monitoring Cases).
- G. In exceptional circumstances as determined by the Chief Medical Officer, Director of Institutions, or Director of Pretrial, Probation, & Parole, the employer and employee may modify conditions of employment as a result of workplace violence. Determinations will be made on a case-by-case basis.
- H. When there is no longer an immediate threat or danger, supervisors should debrief employees and ensure they are made aware of resources for support that may be available to them through an EAP.
- I. Supervisors shall make attempts to ensure that the "reporter" is not subject to retaliation for any reports made under this policy.

IV. 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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