



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HAMILTON
113 SCHUM AVENUE
BROOKLYN, NEW YORK 11252-5300

AMIM-HAG-ZA

Policy Letter # 16

15 July 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Workplace Violence Prevention (WVP) Policy

1. Applicability. This policy applies to all Fort Hamilton community and civilian personnel.
2. Proponent. Directorate of Emergency Services, Fort Hamilton.
3. Policy.

a. Violence or threats of violence will not be tolerated within the U.S. Army Garrison, Fort Hamilton. Violence in the workplace includes, but is not limited to, the following: physical assault such as hitting, pushing, and/or impeding the movement of another, threats against another, indecent or provoking language, and/or conduct creating an offensive and hostile environment.

b. All employees must work together to establish a safe environment. Leaders and supervisors must endeavor to establish an environment that is responsive to soldier and civilian employee concerns. This environment should encourage open and candid communication free of reprisals. If threats of intimidation are overlooked, greater violence may occur.

c. Supervisors will review all reported violations of this policy to determine their cause. They will recommend the appropriate counseling for the individual. In the event that it is necessary, supervisors will initiate appropriate action in accordance with existing military or civilian policies.

d. All personnel, both military and civilian, should receive at least two hours of WVP training annually. Supervisor WVP training is mandatory. Supervisors are required to train their employees, thereby facilitating an atmosphere of personal safety and security in their workplace. Reports of violence in the workplace within Fort Hamilton should be made to the Directorate of Emergency Services (DES) at (718) 630-4456. The Director of Emergency Services, as the chairman of the Threat Management Team (TMT) will contact task force members (enclosure 1) and the Garrison Commander.

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SUBJECT: Workplace Violence Prevention (continued)

4. Fort Hamilton is committed to maintaining a workplace that is free from violence. A Critical Incident Stress Debriefing Team (enclosure 2) has been established to support Fort Hamilton employees who have just experienced a traumatic event.
5. A safe and secure workplace is necessary for a productive and successful environment. The entire installation must strive to ensure adherence to this policy.
6. Point of contact is Mr. Michael Canter, Director of Emergency Services at COMM (718) 630-4345/DSN232 or e-mail at Michael.I.canter.civ@army.mil.

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BRIAN A. JACOBS
COL, AD
Commanding

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SUBJECT: Workplace Violence Prevention (continued)

WORKPLACE VIOLENCE PREVENTION (WVP)
THREAT MANAGEMENT TEAM (TMT)

DIRECTOR OF EMERGENCY SERVICES

DIRECTOR FAMILY MORALE, WELFARE AND RECREATION

DIRECTOR OF HUMAN RESOURCES

EMPLOYEE ASSISTANCE PROFESSIONAL

OCCUPATIONAL HEALTH NURSE

DIRECTOR, ARMY COMMUNITY SERVICES

INSTALLATION LEGAL OFFICE

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

CHAPLAIN

YOUTH SERVICES OFFICER

SAFETY OFFICER

CRIMINAL INVESTIGATION DIVISION REPRESENTATIVE

DIRECTOR, PUBLIC AFFAIRS

MENTAL HEALTH SERVICES REPRESENTATIVE

Encl 1

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SUBJECT: Workplace Violence Prevention (continued)

CRITICAL INCIDENT STRESS DEBRIEFING TEAM

CHAPLAIN

MENTAL HEALTH SERVICES REPRESENTATIVE

FIRE CHIEF/EMS

EMPLOYEE ASSISTANCE PROGRAM COORDINATOR

DIRECTOR, ARMY COMMUNITY SERVICES

Encl 2