



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
290 GRANT AVENUE UNIT 1  
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (25-30aaa)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #22, Insider Threat, and Workplace Violence Prevention

1. **PURPOSE.** To establish policy and assign responsibilities for Insider Threat and Workplace Violence Prevention and Response regarding Department of the Army civilian personnel, military personnel, contractors, and visitors in the Fort Leavenworth community.

2. **PROPONENCY.** The proponent of this policy is the U. S. Army Garrison Fort Leavenworth Protection Office.

3. **REFERENCES.**

a. Department of Defense (DoD), Defense Civilian Personnel Advisory Service Guide: Workplace Violence Prevention and Response, May 2012.

b. Department of Defense Instruction (DoD) Instruction 1438.06 (DoD Workplace Violence Prevention and Response Policy), 16 January 2014.

c. HQDA EXORD 178-18 The Army Insider Threat Program Operations, Reporting and Synchronization of Prevention, Assistance, and Response (PAR) Capabilities, 2 February 2017.

3. **APPLICABILITY:** This policy applies to all military and civilian personnel on Fort Leavenworth. This policy also applies to visitors, contractors, and their personnel, and any other personnel that operate in or visit facilities within Fort Leavenworth.

4. **POLICY AND PROCEDURES.** It is DoD policy that employees shall work in a safe and secure environment. Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated on Fort Leavenworth. Our mandate on Fort Leavenworth is to mitigate the risk of violence in the workplace through a combination of early intervention, proactive awareness training, prevention, education, and open communication between all members of the workforce and our visitors.

a. All employees are responsible for promoting a safe work environment.

- b. Allegations of harassment, intimidation, or behavior deemed to be disruptive will be taken seriously and investigated promptly.
- c. Workplace violence can be any act of physical, violence against persons or property, physical or verbal threats, intimidation, harassment, or other inappropriate, disruptive behavior that causes fear for personal safety at or outside of the work site. Such behaviors may include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm, or damage to personal or government property. Insider threat is the potential for individuals who have or had authorized access to an organization's assets to use their access, either maliciously or unintentionally, to act in a way that could negatively affect an organization.
- d. Immediately report all perceived or actual threats of workplace violence to a supervisor, section or department head, HR, security, or command group. Threats or assaults that require immediate attention by the military police will be reported by dialing the emergency number 911.
- e. Those who engage in such behavior may be:
  - (1) Immediately removed from the premises.
  - (2) Denied re-entry pending completion of an appropriate investigation.
  - (3) Subject to punishment under the Uniform Code of Military Justice, criminal prosecution, or other administrative or disciplinary action (including, but not limited to, removal from federal service), as appropriate.

## 6. RESPONSIBILITIES.

### a. Commander/Director will:

- (1) Adequately address reports of workplace violence that have occurred within their span of control.
- (2) If needed, refer to the Fort Leavenworth Installation Prevention Team's Threat Assessment and Response (TAR) Team, phone 913-684-4448, and leave

information for the TAR who have functional experts who can advise on responding to and managing actual or potential incidents and make recommendations on courses of action for leaders to take (Note: In case of imminent threat to safety and security of personnel, always call 911).

- (3) Ensure all employees attend annual Insider Threat/Workplace Violence training at the post theater.

b. Supervisors and Managers will:

- (1) Take all threats seriously and vigilantly prevent Insider Threat/Workplace Violence by crating a culture of trust through communication and mutual respect.
- (2) Inform employees of the Fort Leavenworth Insider Threat and Workplace Violence policy.
- (3) Ensure that all employees know specific procedures for dealing with workplace threats and emergencies, and how to contact police, fire, and other safety and security officials. (See attached – Level 1-111 Categories and Response Chart).
- (4) Ensure all employees are aware of emergency evacuation procedures and ensure that employees with special needs have assistance (as necessary) regarding emergency evacuation situations.
- (5) Immediately report perceived or actual threats of workplace violence to management including your supervisor, section or department head, human resources security or command group. All events where an employee feels he/she, a coworker, a visitor, or anyone in the work area is threatened, believes the situation could escalate into a threatening situation in the future should be reported.
- (6) Respond to potential threats and escalating situations by utilizing proper resources from the following: Threat Assessment and Response Team, Law Enforcement and Medical Services, Staff Judge Advocate (JAG), Human Resources Staff and the Employee Assistance Program.

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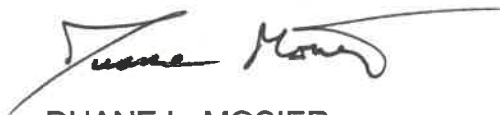
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c. All employees will:

- (1) Not ignore violent, threatening, harassing, intimidating, or other disruptive behavior against them, fellow coworkers, or any personnel in the facility, as well as actual or perceived threats to equipment, the facility, and/or mission.
- (2) Immediately report perceived or actual threats of workplace violence through their supervisory chain of command without delay all events where an employee feels he/she, a coworker, a customer, visitor, or any personnel is/are threatened; feels there is an actual or perceived threat to equipment, the facility, and/or mission, or believes the situation could escalate into a threatening situation in the future should be reported.
- (3) Attend an annual Insider Threat/Workplace Violence training at the post theater.

7. SUPERSESSION. This policy will remain in effect until superseded.

8. POINT OF CONTACT. POC for this policy is the Executive Officer, Mr. Thomas Reitmeier at phone number (913) 684-2993 or at [thomas.c.reitmeier.civ@army.mil](mailto:thomas.c.reitmeier.civ@army.mil).



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