MILITARY DIVISION, STATE OF IDAHO
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C. L. "BUTCH" OTTER
GOVERNOR

THE ADJUTANT GENERAL
GARY L. SAYLER

NGID-TAG

March 2010

MEMORANDUM FOR All Members of the Idaho Military Division, Idaho National Guard, Bureau of Homeland Security

SUBJECT: Workplace Violence; IDNG-29

1. This memorandum applies to all full-time employees and members of the Idaho Military Division, the Idaho National Guard, and related agencies, including Federal Technicians, State employees, and Active Guard Reserve (AGR) members.

2. The Idaho Military Division, the Idaho National Guard, and subordinate agencies are committed to providing all employees a work environment that is free from violence. Violence includes physical assault or the threat of physical assault against person or property, and also behavior that intimidates or frightens others, such as threats, harassment/coercion and uncontrolled expressions of rage or other disruptive behavior. These behaviors are unacceptable in the workplace and will not be condoned. Violators of this policy will be subject to appropriate disciplinary action, up to and including removal and/or criminal prosecution under NGB TPR 752 or other appropriate law enforcement authorities.

3. All managers and supervisors must be proactive in recognizing and preventing situations that could potentially lead to acts of violence and will consider all options including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. Employees are responsible for reporting any threatening behavior or violent acts in the workplace. All threats should be taken seriously and reported immediately to your supervisor or appropriate authority. As stated, employees have a right to a safe work place, and every manager, supervisor, and employee must respect this right and protect against its violation.

4. Questions may be addressed to the State Equal Employment Manager at 208.272.4210 or DSN.272.4210

GARY L. SAYLER
Major General
Commanding General