



DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO
ATTENTION OF

CESWL-SL (190-31a)

17 August 2001

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 2001-06

SUBJECT: Little Rock District Workplace Violence Policy

1. It is the Little Rock District, U.S. Army Corps of Engineers policy to promote a safe environment for its employees. The Little Rock District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the Little Rock District, no organization is immune. Disruptive behavior at one time or another will affect every agency.
2. Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Whenever work site violence occurs, the immediate supervisor should ensure that the responsible employee is removed from the premises immediately. The employee should be placed on administrative leave, or detailed to another location until a decision can be made on what, if any, action must be pursued. If you err, do so on the side of caution.
3. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on U.S. Army Corps of Engineers property or the Federal Office Building, whether he or she is an employee or not, report it immediately to your supervisor or the District Security Officer. Supervisors and managers who receive such reports will contact the Security Officer and seek advice regarding investigating the incident and initiating appropriate action. Threats or assaults that require immediate attention by security or police should be reported first to Building Security at 5430 or the Little Rock Police at 911.

A handwritten signature in cursive script that reads "Benjamin H. Butler".

BENJAMIN H. BUTLER
Colonel, Corps of Engineers
Commanding