



## DECA DIRECTIVE 30-24

# WORKPLACE VIOLENCE PREVENTION, ASSISTANCE, AND RESPONSE (PAR)

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<b>Originating Component:</b>	Chief of Staff
<b>Effective:</b>	June 22, 2018
<b>Releasability:</b>	Unlimited. This directive is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at <a href="http://www.commissaries.com">www.commissaries.com</a> .
<b>Establishes:</b>	DeCA Directive 30-34, "Workplace Violence Prevention, Assistance, and Response," June 22, 2018
<b>Approved by:</b>	Timothy C. Ford Chief, Administration Division

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**Purpose:** This manual:

- Establishes policies, procedures and assigns responsibilities for managing DeCA's "Workplace Violence Prevention Assistance, and Response (PAR) Policy.
- Establishes Defense Commissary Agency Directive (DeCAD) 30-24 and establishes Defense Commissary Agency Manual (DeCAM) 30-24.01.
- Is established in compliance with Department of Defense Directive (DoDD) 5105.55 "Defense Commissary Agency (DeCA), March 12, 2008.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This manual applies to all DeCA personnel (military, civilian, and local nationals), employees of other Federal agencies assigned or detailed to DeCA. Contractor and other individuals working at the DeCA are responsible for following all policies, procedures, laws, and regulations in effect on respective military installations.

**1.2. POLICY.** DeCA will manage prevention, response, and assistance regarding workplace violence by complying with this Directive and in accordance with (IAW) DoDD 5105.55 and DeCAD 70-2, Internal Control Program.

## SECTION 2: RESPONSIBILITIES

**2.1. DeCA DIRECTOR.** The Director will develop and implement a workplace violence prevention and response program that reflects DeCA's strong commitment to the safety of its personnel, patrons, and business partners, and will formally designate members of a threat management team IAW DoDD 5105.55.

**2.2. THREAT MANAGEMENT TEAM (TMT).** The TMT will provide supervisors and managers with requisite guidance and training to recognize the signs of and the potential for violence in the workplace, and provide support in dealing with related issues.

**2.3. SECURITY DIVISION (CCSS).** The Security Division will provide supervisors and managers with requisite guidance and training to offer immediate response when notified of potential acts of violence, and conduct inquiries into threats and incidents, and ensure that events are properly investigated and addressed.

**2.4. THE OFFICE OF COUNSEL (GC).** GC will provide legal guidance concerning the handling of incidents of violence or threats of violence and in the development of recommended policies and procedures.

**2.5. HUMAN RESOURCES DIRECTORATE (HR).** HR will:

a. Provide assistance and guidance to supervisors of Federal civilian employees concerning personnel actions, including disciplinary and adverse actions related to violence or threats of violence.

b. Consult with supervisors to provide guidance in dealing with employees who become obstinate, difficult to supervise, or who appear to be a danger to themselves or others.

c. Assist supervisors in referring those employees who exhibit unacceptable conduct or behavior, or who appear to be experiencing personal problems to the services available.

d. Provide assessment, referral, and emergency intervention for Federal employees who commit violent acts, threaten harm to themselves or others, or are themselves victims of such acts. HR will coordinate with Agency officials to schedule emergency evaluations for Federal employees who appear to be violent, homicidal, or suicidal. Federal regulations strictly prohibit disclosure of information learned while providing federally assisted services unless exceptional circumstances exist (e.g., an employee is judged by the Employee Assistance Program (EAP) to pose an imminent threat of serious harm to others), or unless certain conditions are met (e.g., the employee provides written consent to release information).

**2.6. CORPORATE SERVICES BRANCH (CCSAC).** Corporate Services will work closely with the Security Division, the Safety and Occupational Health Manager, and HR to help maintain a safe environment for all people who access the DeCA Headquarters (HQ) worksite.

**2.7. CORPORATE COMMUNICATIONS DIVISION (CCSP).** Corporate Communications will assist the TMT in publicizing its efforts and will respond to news-media inquiries concerning incidents involving workplace violence.

**2.8. ZONE MANAGERS.** Zone managers will assume duties as a field TMT member and work with DeCA HQ TMT to prevent and respond to workplace violence in their zones.

**2.9. SUPERVISORS AND MANAGERS.** Supervisors and managers will:

a. Ensure that employees attend mandatory annual awareness training recommended by HR and TMT to foster workplace violence prevention and public safety awareness. Contract personnel are encouraged to take this training and conduct themselves in a manner that is consistent with the best interests of the Government. IAW servicing agencies, all other individuals working at DeCA facilities are also encouraged to attend this training.

b. Continuously monitor the climate of the workplace, paying special attention to signs of a hostile work environment. Provide all personnel with information concerning Federal, DoD, and DeCA policies and regulations concerning workplace violence.

c. Encourage all personnel to discuss concerns about working conditions that could possibly lead to an incident of workplace violence, such as a hostile work environment (e.g., during staff meetings, through an open-door policy, etc.).

d. Inform all personnel of the counseling services available through the EAP or other means, especially when they detect, or others report, that an employee appears to be having difficulty dealing with anger frustration, hostility, or other signs of potential violence problems. Supervisors should offer EAP assistance when there is a question concerning the employee's emotional/mental well-being.

**2.10. EMPLOYEES.** Employees will comply with the workplace violence prevention and response policies as set forth in this directive and its accompanying manual, applicable laws, and DoD regulations.

## GLOSSARY

### G.1. ACRONYMS.

<b>CCSAC</b>	Corporate Services Branch
<b>CCSP</b>	Corporate Communications Division
<b>CCSS</b>	Security Division
<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>DoD</b>	Department of Defense
<b>DoDD</b>	Department of Defense Directive
<b>EAP</b>	Employee Assistance Program
<b>GC</b>	General Counsel
<b>HQ</b>	Headquarters
<b>HR</b>	Human Resources
<b>IAW</b>	in accordance with
<b>PAR</b>	Prevention, Assistance, and Response
<b>TMT</b>	Threat Management Team

## **REFERENCES**

DeCAD 70-2, "Internal Control Program," December 17, 2007

DeCAM 30-24.01, "Workplace Violence Prevention, Assistance, and Response," June 22, 2018

DoD Directive 5105.55 "Defense Commissary Agency (DeCA), March 12, 2008