

## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

May 24, 1999

IN REPLY REFER TO:

1400-792 (FA-202) P

Director's Office Instruction Memorandum No. 99-005  
Expires: 9/30/2000

To: All FA Employees  
From: Director, Office of Fire and Aviation  
Subject: Workplace Violence

It is the Department of Interior's policy to promote a safe environment for its employees. The Department 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 our agency, no agency is immune. Every agency will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation, and other disruptive behavior in our 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. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from Jim Knox, the NIFC Personnel Officer, at 387-5514 regarding investigating the incident and initiating appropriate action. (PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to NIFC security at 866-6666 or to police at 9-911).

I will support all efforts made by supervisors in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented. If you have any questions about this policy statement, please contact Jim Knox.

/s/Ron Dunton  
Acting

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