



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

REPLY TO  
ATTENTION OF:

IMKN-HRS

24 July 2012

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 01-12 - Violence in the Workplace

1. A healthy, respectful workforce is the foundation for preventing violence in the workplace. I am committed to ensuring Fort Knox Soldiers, civilian employees, and Family members live and work in an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. These acts will not be tolerated, even if intended as a joke or horseplay, and will be dealt with appropriately.
2. Violent behavior may include gestures, bullying, making inappropriate references to guns, bringing a gun to the workplace, statements showing fascination with incidents of workplace violence, and expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the installation and subject to disciplinary actions, including removal from the federal service, criminal penalties, or both.
3. Leaders at all levels should become aware of the warning signs of potentially violent individuals and address problem behavior immediately. I will support all efforts in dealing with violent, threatening, harassing, or other disruptive behavior in the workplace and will closely monitor whether this policy is implemented effectively.
4. The enclosed guide will assist commanders and supervisors when responding to reports of problems in the workplace. I am confident of your support in our commitment to a violence free workplace.
5. Contact the Employee Assistance Program Coordinator, located in Bldg. No. 1224, 94 Pershing Drive, phone 624-8361.

Encl

  
BRUCE D JENKINS  
COL, AG  
Commanding

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**Response to a Threat of Violence**

