

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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SUBJECT: WORKPLACE VIOLENCE

CATEGORY: HUMAN RESOURCES

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**Policy**

The purpose of this policy is to recognize the Idaho Department of Juvenile Corrections' (IDJC) obligation to take all reasonable action to provide a safe and healthy workplace for all persons working in or using its services and premises. Acts and/or threats of violence and carrying firearms and other weapons, in other than an official capacity on IDJC properties/premises/grounds, are strictly forbidden.

It is therefore the policy of IDJC that acts and/or threats of violence by employees will not be tolerated and will be grounds for disciplinary action up to and including dismissal. Similarly, acts and/or threats of violence by non-employees, including juveniles, against persons as a result of their work for or on behalf of IDJC will not be tolerated and will be grounds for appropriate remedial action.

**Operating Procedures**

I. Descriptions

- A. Acts and/or threats of violence include physical altercations and actions or statements which, either directly or indirectly, by words, gestures, symbols, intimidation, or coercion give reasonable cause to believe that the personal safety of the recipient or others may be at risk.
- B. Weapons include any instrument, article or substance, which under the circumstances in which it is used or threatened to be used, is capable of causing physical injury or death.
- C. Intimidation includes behavior which has the purpose or effect of arousing fear in a reasonable person and/or has the purpose or effect of inhibiting speech or actions by an act or threat of violence.
- D. Remedial action includes, but is not limited to, removal of privileges, up to and including dismissal from employment, and/or criminal prosecution.

## II. Responsibilities

- A. It is incumbent upon employees and other individuals to report acts and/or threats of violence they have observed, been subjected to, or otherwise been made aware of, to their supervisor, security, Human Resources, or Division Administrator immediately.
- B. The obligation to report includes acts or threats which occur in the workplace or on IDJC property; acts or threats stemming from work-related issues, which manifest either within or outside the workplace environment; and acts or threats that may be unrelated to the workplace but which occur in the workplace.
- C. In addition, staff must be aware of and comply with the policy requirements related to firearms/weapons outlined in the IDJC Firearms/Weapons and Use of Metal Detector (680) policy and procedure.

*Reference:* [Glossary of Terms and Acronyms](#)

*Desk Manual(s):* *None*

*Related Policies:* [Ethics and Standards of Conduct](#) (324)  
[Firearms/Weapons and Use of Metal Detector](#) (680)

*Related Forms:* *None*