

UNITED STATES POSTAL SERVICE
POSTAL INSPECTOR

cc: All Super.
Des Moines
Simple City
Madison

DATE: October 22, 1993

CASE NO:

SUBJECT: U. S. POSTAL INSPECTION SERVICE
ASSAULT AND THREAT POLICY NOTICE

TO:

HAWKEYE DISTRICT MANAGER
HAWKEYE DISTRICT PLANT MANAGERS
HAWKEYE DISTRICT MANAGERS, POST OFFICE OPERATIONS
HAWKEYE DISTRICT MANAGER, HUMAN RESOURCES
HAWKEYE DISTRICT EAP COORDINATORS
MANAGER, DES MOINES BULK MAIL CENTER

Enclosed is a notice to ALL POSTAL EMPLOYEES, HAWKEYE DISTRICT, dated October 22, 1993, under my signature, regarding the above topic.


It is requested that copies be made and provided each Postmaster, manager, and supervisor, as applicable, under your supervision. It is also requested that this be posted on supervisory and employee bulletin boards for reading access by all postal employees in the Hawkeye District. I would recommend that this subject also be a topic for a standup talk by supervisors.

I call your attention to POSTER 195, entitled REPORT ALL ASSAULTS, THREATS AND ROBBERIES, dated April 1973 and suggest copies be obtained for all offices and posted on employee bulletin boards.

These recommendations are made to heighten an awareness in employees to think of consequences before speaking or acting, in certain situations; to clarify what qualifies as a threat or assault; and reporting requirements in these instances.

The goal is to provide the safest working environment possible to employees, and to eliminate or reduce incidents of violence in the workplace. Your assistance in this effort is greatly appreciated.

Please don't hesitate to call me, at 515/253-2688, if you have any questions or concerns.


James C. Wachuta
Postal Inspector/Team Leader
PO Box 566
Des Moines IA 50302-0566

PLEASE POST

U. S. POSTAL INSPECTION SERVICE ASSAULT AND THREAT POLICIES

DATE: OCTOBER 22, 1993

TO: ALL POSTAL EMPLOYEES, HAWKEYE DISTRICT

General Comments:

I would like to take this opportunity to thank all postal employees in their personal efforts to eliminate violence and harassment in the workplace. A notable reduction in reported postal threat/assault incidents in Iowa in the recent past is directly related to your conscious efforts in this sensitive area. Each of us, management, supervision, craft, the Inspection Service, and EAP have important roles to play in this effort and we can only achieve greater success with our combined cooperation.

Your continued diligence is greatly appreciated. However, I feel it may be helpful to clarify our policy in these matters, and offer this notice for informational purposes.

The "Joint Statement on Violence and Behavior in the Workplace", signed by the USPS and the National Postal Labor Union Representatives clearly states that threats, assaults and harassment in the workplace are unacceptable and will not be tolerated. The Inspection Service is committed to vigorously enforce this policy with whatever means is at our disposal, including administrative and criminal actions, to ensure the safety of our employees.

Definitions:

THREAT - a statement of intent to hurt, intimidate, or injure another person. Damage or vandalism to personal property and other actions or threats intended to intimidate or interfere with the performance of an employee's official duties are also considered nonphysical assaults.

ASSAULT - the willful and unlawful use of force, physical violence, or constraint inflicted upon another person. It also includes the display or use of dangerous or deadly weapons, accompanied by a threat, even though no physical contact is made.

Inspection Service jurisdiction:

In order for the Inspection Service to have investigative jurisdiction an assault, threat or homicide must occur while the victim or assailant is engaged in, or on account of, the performance of his/her official duties as an employee of the U. S. Postal Service.

Inspection Service Objectives in THREAT/ASSAULT matters:

To protect the postal environment and the public through the investigation of assaults upon postal employees and assaults on the public by employees. Investigations will be pursued to develop evidence for the arrest and prosecution of assailants. Information will be provided to postal management and prosecutors in a timely manner for appropriate administrative and criminal action.

The main objectives are to remove the threat and prevent harm to postal employees and customers. Safety of postal employees and postal customers is always the first priority.

Courses of Action:

THREATS - Generally do not entail immediate personal injury or danger. Prompt action by postal management will generally prevent future incidents.

- Details of the threat allegation will be gathered and presented to management in a timely manner. Prosecution will be pursued at the federal or local level, as appropriate.

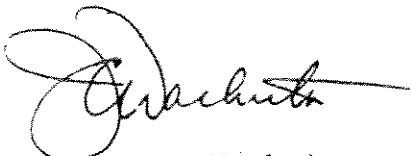
PERSONAL INJURY THREATS - Generally a higher level of concern. -Additional steps will be taken by Inspection Service to determine person's ability to carry out threat, and actions may include coordinating additional security measures at facilities, contacting local authorities, immediate attempt to obtain arrest warrant, and admission to institution/mental hospital for psychiatric evaluation.

ASSAULTS - Immediate Inspection Service response is necessary to protect employees and customers and to ensure an expeditious collection of facts for administrative and/or prosecutive action.

-This requires separation of employees (if applicable), identification of witnesses, and the immediate reporting, regardless of the time of incident, to the Inspection Service by supervisory/management personnel. The recommended procedure would be to isolate employees and have them begin to prepare statements while Inspectors are responding to the scene. If possible, do not allow involved employees or witnesses to leave before Inspectors arrive at the scene.

REPORTING OF ASSAULTS/THREATS TO THE INSPECTION SERVICE BY
MANAGEMENT IS REQUIRED BY POSTAL REGULATION.

CALL POSTAL INSPECTORS IMMEDIATELY, REGARDLESS OF TIME OF DAY OR
NIGHT, TO REPORT ALL PERSONAL INJURY THREATS OR ASSAULTS, AT THE
24-HOUR NUMBER (515) 253-9060, INDICATING THAT "THIS IS AN
EMERGENCY AND AN INSPECTOR MUST BE CONTACTED IMMEDIATELY". GENERAL
THREATS SHOULD BE REPORTED DURING NORMAL BUSINESS HOURS, AT THE
FIRST AVAILABLE OPPORTUNITY, BY SUPERVISORY OR MANAGEMENT
PERSONNEL.



James C. Wachuta
Postal Inspector/Team Leader
PO Box 566
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