

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
321**

**WORKPLACE VIOLENCE**

**Supersedes:** New

**Effective Date:** 05/08/08

**AUTHORITY;** NRS 199.300; NRS 200.571; NRS 200.575; NRS 201.255; NRS 202.840; NRS 203.119; NRS 207.180; NRS 209.131; NRS 618.353; NRS 618.375; NAC 284.650; NAC 618.540

**RESPONSIBILITY**

All Department employees are responsible to know and comply with this regulation.

**321.01 TRAINING**

1. The Training Division shall present topics on workplace violence in Pre-Service Training.
  - A. All employees are required to sign an acknowledgement form indicating they received this training.
  - B. The signed acknowledgement form will be placed in the employee's training file.
2. The Training Division shall present topics on workplace violence in Refresher Training every 2 years beginning in 2008, or as required.
  - A. All employees are required to sign an acknowledgement form indicating they received this training.
  - B. The signed acknowledgement form will be placed in the employee's training file.

**321.02 INCIDENT REPORTING AND INVESTIGATION**

1. All incidents shall be reported to a supervisor immediately.
2. The unit supervisor shall report the incident to their next higher supervisor, who in turn will ensure that appropriate administrators are advised.
3. Each event must be documented including witness statements, reports, etc. in the incident log screens of the Nevada Offender Tracking Information System [NOTIS].
  - A. The incident must be thoroughly investigated and an incident report form completed.

- B. A copy of the incident report must be submitted to the unit or department safety coordinator, Compliance Enforcement Supervisor, and the Loss Control Coordinator within 5 working days.
4. Supervisors will follow the protocol designated in Administrative Regulation 329.

**321.03 SUPERVISOR'S IMMEDIATE INTERVENTION**

1. Upon **direct and imminent threat of violence** (employee or other person states that they are on the way to commit an act of violence or indicates that they are going to obtain the means to commit the act):
- A. Report incident to the Notification Desk (AR 121) and appropriate supervisor within the institution, facility, or camp.
  - B. The supervisor shall notify the Inspector General's Office of the incident and enter the incident into NOTIS.
  - C. Inspector General's Office and the supervisor from the institution shall determine if 911 or other law enforcement entity should be informed.
  - D. Confidential notification to affected employees and their supervisors shall be made.
  - E. Supervisor shall offer the affected employees the option to go home on release time.
  - F. If possible, inform the offending employee that they are being placed on administrative leave and are prohibited from returning to the worksite until further notice.
  - G. Supervisor may make a formal referral to the Employee Assistance Program services.
  - H. Supervisor shall provide a copy of their completed evaluation of the incident to the Department's Compliance Enforcement Supervisor.
2. Upon **direct threat without imminent event** (employee states that they intend to commit an act of violence one of these days):
- A. Report incident to appropriate supervisor within the institution, facility, or camp.
  - B. The supervisor shall notify the Inspector General's Office of the incident and enter the incident into NOTIS.
  - C. Supervisor may make a formal referral to the Employee Assistance Program services.
  - D. If appropriate, place the employee on administrative leave.
  - E. Supervisor shall provide a copy of their completed evaluation of the incident to the Department's Compliance Enforcement Supervisor.
3. **In-direct threat**, stalking, harassment, bullying, intimidation, bizarre, inappropriate or unsafe behavior.

- A. Report incident to appropriate supervisor within the institution, facility, or camp.
- B. Supervisor may counsel the employee, notify the Inspector General's office, and/or make a formal referral to the Employee Assistance Program services.
- C. If the employee's behavior does not cease, the supervisor may remove the employee from the work area by temporary reassignment.
- D. If there are indications of possible medical or psychological illness, the supervisor shall contact an Associate Warden who may contact Personnel to request a fitness for duty exam for the employee.
- E. For non-institutional locations, the supervisor shall contact Personnel to request a fitness for duty exam for the employee.
- F. Supervisor shall provide a copy of their completed evaluation of the incident to the Department's Compliance Enforcement Supervisor.

**APPLICABILITY**

- 1. This regulation requires an Operational Procedure for all institutions, facilities, and Divisions.
- 2. This regulation requires an audit.

**REFERENCES**

State Administrative Manual section 0521(8)  
AR 319  
AR 329

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Howard Skolnik, Director

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Date