



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Kieran J. Shanahan, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

January 17, 2013

ADMINISTRATIVE MEMORANDUM: 02-2013

TO: DPS Leadership

FROM: Alvin G. Ragland 

SUBJECT: **Workplace Violence Awareness Training**

It is the intent of the State of North Carolina and the Department of Public Safety to provide a workplace for State employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and providing assistance and support to victims.

Although statistics state that most workplace violence incidents occur outside of the immediate workplace, it is imperative that all employees are aware of warning signs, know how to respond, and understand the consequences of violent acts in the workplace.

All employees of DPS are expected to promote a safe working environment which is free from violence, threats of violence, harassment and other types of violence. The Human Resources office developed a comprehensive online training course to educate DPS employees on workplace awareness and prevention.

The DPS Workplace Violence Awareness training is on the Department of Public Safety website under Human Resources link for training: <http://www.ncdps.gov/Index2.cfm?a=000002.001545.002637>

The course is self-paced however it must be completed in one session.

- Newly hired employees are required to attend and complete the course within the first 30 days of their start date.
- Current employees who have not attended Workplace Violence training nor have a record of completion are required to complete the training by March 29, 2013.

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www.ncdps.gov



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The Workplace Violence Awareness training will be reviewed and updated annually by the HR Section. Retraining may occur any time there has been a significant change to the policy, program, risk factors, or work controls.

Direct all inquiries about the Workplace Violence Awareness training to Terri Butler in the Central Human Resources Office, 919-716-3800.

AGR:mks