



**COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY PANAMA CITY  
WORKPLACE VIOLENCE POLICY STATEMENT  
30 AUGUST 2013**

As Commanding Officer, Naval Support Activity Panama City, I am personally committed to providing a work environment free of violence. Workplace Violence is defined as any situation in which a person is considered to be imminently suicidal; dangerous or threatening to others; and requires immediate action or evaluation. In any workplace emergency of a high-risk nature, it is imperative to identify such cases and be cautious yet expeditious to report it so the violent person can be contained or transported by appropriate authorities.

It is the responsibility of every supervisor to ensure that all interaction between them and persons deemed to be threatening or dangerous shall be conducted in the presence of two supervisors, whenever possible, to provide mutual assistance and backup. If a threat is received by phone, attempt to keep the individual talking as long as possible and have someone else immediately notify Security requesting assistance. Allow Security to assess the situation as needed. If the person is suicidal, they will be escorted to the base clinic for evaluation and referral for treatment. If the person is homicidal, keep all unnecessary personnel and materials that could be used as a weapon away from the immediate area. Security will maintain custody of the individual until arrangements for confinement are secured. The Commanding Officer and Executive Officer shall be briefed on all threatening situations and all actions taken.

I am personally tasking every manager, supervisor, and employee, military and civilian, with the responsibility for carrying out this Command's policy on workplace violence. It is only through your continuous support, commitment, and effective leadership that we will succeed in providing and maintaining a work environment free from violence.

C. C. SEROW