



ANDREW M. CUOMO
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

MNHS

13 August 2020

MEMORANDUM FOR All DMNA State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2020-09: Workplace Violence Prevention Program Update and Incident Reporting Form

1. The Division of Military and Naval Affairs (DMNA) is committed to the health and well-being of all our employees. DMNA has zero tolerance for workplace violence. All reports of workplace violence will be investigated thoroughly and appropriate action will be taken.
2. To further efforts, DMNA has worked with the New York State Department of Labor (DOL), Public Employee Safety and Health Bureau, to resolve any non-compliant matters associated with workplace violence prevention requirements.
3. The DMNA “Workplace Violence Prevention Program” has been updated to meet DOL requirements. The Program provides guidance regarding the implementation of the agency’s policies and procedures to promote safety in the workplace. Please see attached.
4. It is essential employees understand workplace violence is something that is not only destructive to those impacted by such incidents but harmful to the organization as a whole. Employees should immediately report incidents of workplace violence through their supervisor or to the State Human Resources Office (MNHS), using the DMNA “Workplace Violence Incident Report Form” (DMNA 27) attached here. For the form, the WVPP and other resources for prevention of violence in the workplace please go to the DMNA-MNHS webpage at: <http://dmna.ny.gov/state/?page=1597164627>.
5. Employees are encouraged to review the form and become familiar with how to initiate the reporting process.
6. In accordance with the New York State Workplace Violence Prevention (WVP) Act for Public Employees, Labor Law Section 27-b, employees are required to have annual training on the prevention of workplace violence.
7. These collective efforts will help the agency ensure a safe and healthy work environment for all employees.

FOR THE ADJUTANT GENERAL:

MARILYN HARTLEY
Director, Human Resources
Management

Atch