



UNITED STATES MARINE CORPS

HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5580

B 07-4

JUL 12 2010

POLICY LETTER 1-19

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution

Subj: UNIT VIOLENCE PREVENTION

Ref: (a) MCO 5580.3

1. It is Headquarters and Service Battalion's policy to promote a safe environment for its personnel. The command is committed to maintaining a work environment free from acts of harassment, intimidation, violence, and other disruptive behaviors that detract from accomplishing our mission. While this kind of conduct is not pervasive within our unit, no unit is immune. Every organization may be affected by disruptive behavior at one time or another. Harassment, intimidation, violence and other disruptive behavior in our workplace is not tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

2. Reports of these types of behaviors are taken seriously. If a Marine, Sailor or employee makes a threat or commits an act of intimidation or violence, the command will take appropriate action to hold him/her accountable using the full range of options at its disposal.

3. The command needs your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore warning signs of potential violence or other disruptive behavior, being a silent bystander is not an option. Engaged leadership is the key to violence prevention and our primary means to confront violence and inappropriate conduct. If you observe or experience such behavior by anyone on the installation intervene if you can do so safely. In any case, report such behavior immediately to a SNCOIC, OIC, Supervisor, PMO, Criminal Investigation Division (CID) or Naval Criminal Investigative Service (NCIS).

4. Threats or acts that require immediate law enforcement involvement shall be reported immediately by calling 911. For non-emergency assistance and reporting call PMO at (703)784-2252.

5. Captain Crandell is the Violence Prevention Officer for the battalion and can assist in these matters. He can be contacted at (703)784-2555.



E. J. DANIELSON

Distribution List: A

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