



The safety and security of KDADS employees and customers is very important. Threats, threatening behavior, acts of violence, hoaxes, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be immediately removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed on state property, or while conducting official state business is a violation of this KDAD policy. Off-site threats include, but are not limited to, threats made via telephone, fax, electronic or conventional mail, social media, or any other communication medium. Violation of this policy will lead to disciplinary action that may include dismissal. Appropriate authorities will be notified.

If possible staff should immediately remove themselves from the event, contact Capitol Police and, if required, contact the local police during a life threatening emergency. Employees are responsible for using reasonable judgment when notifying the appropriate level of authority of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Employees are also required to notify Human Resources as soon as possible of any threats or acts of violence, which they have witnessed, received, or have been told that another person has witnessed or received. Employees shall also report any behavior they witness, which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property, or in connection with state employment. Each report received will be investigated.

*Reference:* K.S.A. 75-2949f; K.A.R. 1-49-10; 3.8 Workplace Conduct, 3.8.H Criminal Acts, 5.1 Emergency/ Disaster Plan