



M. Jodi Rell
GOVERNOR
STATE OF CONNECTICUT

September 10, 2010

Dear Commissioner's, Executive Directors and Agency Heads:

I recently directed the Department of Public Works (DPW) to update their manual titled "Violence in the Workplace Policy and Procedures Manual for Human Resource Professionals." With contributions from the Departments of Administrative Services (DAS), Mental Health & Addiction Services (DMHAS) and Public Safety (DPS), the revised manual has been completed and is now available on DPW's website at www.ct.gov/dpw under publications.

This revised manual is intended to assist you in both identifying and mitigating a workplace violence situation before it has an opportunity to escalate. Early intervention and employing a team approach to correctly recognize and resolve these matters are key in our endeavor to help prevent workplace tragedies from occurring. The policy and procedures manual, together with the resources referenced in the manual, will guide you through this process should an incident occur at your agency.

This manual also includes a new protocol which will require all State Agencies to annually complete a checklist attesting to the agency's compliance with the State's violence in the workplace policy and procedures. As an agency head, you will be responsible for ensuring on a yearly basis that your human resource professional has completed the checklist as required under this policy. Upon completion, you will be required to approve the checklist and have it filed with the DPW Statewide Security Unit no later than January 31st of each year. A copy of the checklist is attached for your reference.

In addition to the new manual being listed on DPW's website it is also recommended that you post it on your agency's website, where it may be easily accessed by your employees. Questions concerning the manual may be directed to the Director of Statewide Security at the Department of Public Works.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "M. Jodi Rell".

M. Jodi Rell
Governor