



September 15, 2022

Chris Steller, Acquisition Specialist
Legislative Reference Library
645 State Office Bldg.
100 Rev. Dr. MLK Jr. Blvd.
St. Paul, MN 55155

RE: DNR agency statement and policy regarding zero tolerance of violence

Dear Chris Steller:

This summary is provided in accordance with Minn. Stat. 15.86.

The policy of the Minnesota Department of Natural Resources (DNR) is reflected in its Operational Order #104 titled, Zero Tolerance of Workplace Violence. The scope of the Operational Order applies to: *all state employees including anyone acting in a volunteer, internship, contractor, or consultant capacity, and in all locations where state employees work or represent the state of Minnesota. This includes the workplace, customer and vendor premises, and state sponsored events and activities.*

Subsections of the Operational Order include:

- **Policy statement**, which incorporates the state's enterprise-wide policy and states that the DNR is committed to providing a workplace that is free from violence.
- **Purpose statement**, which is to establish internal prevention, investigation and response procedures, define roles and responsibilities, and ensure a safe workplace by reducing the risk of violence.
- **Prohibitions** regarding, but not limited to, weapons, threats, and intimidations.
- **Reporting Procedures** that direct employees who have a concern or complaint about violence in the workplace.
- **Remedies and Responses** to violations of the operational order and policy
- **Roles and Responsibilities** for the Commissioner, Senior Leadership, managers and supervisors, employees, Human Resources Office, and all employees
- **Definitions of covered terms**
- **Forms and instructions**, for use when filing a complaint, or reporting an incident.

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- **Building Safety and Security References**, including active threat guidance, facility security, regional and area site plans, and emergency response procedures
- **Warning signs and risk factors guidance**
- **Domestic Violence**, policy and procedures for employees experiencing issues outside the workplace
- **Related policies and guidance**, including DNR Workplace Behaviors, Social Media Use Policy, Discrimination and Harassment Prevention

The Operational Order is available to employees on the DNR intranet. New employees receive a digital copy and review the policy during New Employee Orientation. If there are any further questions or if additional information is needed please contact me.

Sincerely,

Denise F. Legato
Director of Human Resources
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