Oregon Senator Ron Wyden's Town Hall Meeting provided promising remarks for the KBRA and SB 1851

Over-seas business with China for beef distribution, timber receipts, postal service obstacles, and the ESA (Environmental Species Act).

Klamath Tribal Councilman, Jeff Mitchell, stated to Senator Wyden, "On behalf of the Klamath Tribes we appreciate your continued efforts to work with us and the other KBRA parties to resolve Klamath Basin issues. Several years ago, at your direction, the Klamath Basin community came together and worked hard to resolve our differences at the local level. Today, we have two historic agreements. But those agreements cannot be implemented without authorization and appropriations from Congress. Senator Merkley has introduced Senate Bill 1851, the “Klamath Basin Economic Restoration Act of 2011” which is sitting in your committee, the Senate Energy and Natural Resources Committee, right now.

Senator, we need you! Without your strong leadership and swift action, SB 1851 will die at the end of this session. The hope within this community will be diminished, and questions will be raised as to whether the KBRA coalition can stay together. These agreements represent the stakeholders’ best efforts to come together, to find common ground and to work towards practical resolution. But, time is of the essence…

The Klamath Basin is facing an extremely dry water year and it will serve as a frightening reminder as to why and how the Klamath Agreements came.

(Article continued on page 2)
Oregon Senator Wyden responded by saying he absolutely commended all the hard work and effort that has been done on the KBRA and he thinks it is important to find a way that everyone involved can feel like they’ve been treated fairly. Although he also said with this type of project it will be impossible to make everyone happy, but if we concentrate on the majority then that is the best we can do. He also believes there needs to be bi-partisan support for the KBRA. He believes we can do this and he congratulated the Mr. Mitchell, the Tribes, and all the other parties involved for all their hard work and dedication. He continued by saying he will personally be working to bring a legislative hearing to the basin if possible. He said this process has also been constructive in bringing people together. Senator Wyden wants to move forward on the KBRA but feels the cost is a major factor that must be addressed with everyone. However, with the Klamath Tribes and others at the table, and with his heavy involvement, he thinks we was can do it!

Senator Wyden ended by saying to Mr. Mitchell, "Your going to be at our table every step of the way and thank you for the effort this has made to move people together."

DEDICATION - COMMITMENT - PERSEVERANCE

The Klamath Tribes has also been working on the KBRA legislation efforts in Washington, D.C.- Pictured in February 2012, L to R, Vice-Chairman Don Gentry, Councilman Jeff Mitchell, Natural Resource Director Will Hatcher, Nelson Mattews, TPL and Richard Guest, Lobbyist, NARF, DC. Standing in front of the U. S. Supreme Court building.
January 2012 kicked off the Klamath Conversations Speakers Series to a packed house in Klamath Falls, at the Oregon Institute of Technology Student Union- Mt. Mazama room.

The topic of discussion for the evening was: The Klamath Water Adjudication: What does it mean and what happens now?

The series is presented by: Prosper (the partnership to restore stability and prosperity to the region), in partnership with: The Klamath Tribes, Klamath Water Users Association, the Shaw Historical Library, UKWUA Upper Klamath Water Users Association, and the Klamath County Chamber of Commerce. About Prosper: Prosper is a partnership of diverse Klamath Basin stakeholders coming together to promote sustainable use of natural resources and economically prosperous communities in the Klamath Region. Meetings are held each month at the Oregon Institute of Technology and cover a different topic for discussion. All meetings are open to the public and participation from the audience is heavily encouraged.

The evening kicked off at 6:30pm with a welcome and introductions by Dr. Mark Clark, OIT Professor of History

Guest Speakers included:
Scott White, Watermaster District 17 (Klamath)
Bud Ullman, Water Attorney for the Klamath Tribes
Becky Hyde, Board member of Upper Klamath Water Users Assoc.
Bill Ganong, Attorney for Adjudication Contestants within the Klamath Reclamation Project

Prestigious speakers formed the speaking panel and answered community questions regarding collaborative solutions within the KBRA document, local natural resource issues, What Federal Trust responsibility means to the Klamath Basin with regards to Tribal Constitutional Rights, benefits of collaborative efforts, and other economic stability issues.

Guest Speakers (left to right) included: John Echhohawk, Executive Director, Native American Rights Fund (NARF); Jason Phillips, Klamath Area Manager, Bureau of Reclamation; Stanley Speaks, NW Regional Director, Bureau of Indian Affairs; Shayleen Allen, Klamath Tribal Attorney

If you live out of the area, or are unable to attend the PROSPER Community Meetings, you'll be happy to know they will soon be available to watch at: www.klamathprosper.org

For more information contact our friend, Belinda Scallas
PROSPER Coordinator
Phone: (541) 281-8806
Email: Belinda.Scalas@gmail.com

We believe Communications and providing Education to the General Public promotes Prosperity in Communities.
CHILOQUIN, OR. - On February 16, 2012, the Klamath Tribes’ Chairman Gary Frost, Vice-Chairman, Don Gentry, Councilman Bert Lawvor Sr., Councilman Chuck Kimbol Sr., and Councilman Jeff Mitchell, along with several other tribal staff and officials from other organizations, and Forest Service Officials, met in Chiloquin, Oregon, to welcome Regional Forester Kent Connaughton and Deputy Regional Forester Nora Rasure.

Today’s objective was to share and discuss current relationship, priorities, programs, accomplishments and pressing issues. And to highlight and discuss new opportunities to work together that will build upon our positive partnership and government to government relationship. The meeting began with greetings and introductions, a welcome song by the Klamath Tribes, and an exchange of gifts by both parties as is customary. Both Connaughton and Rasure received handmade tribal necklaces by Culture and Heritage Director, Perry Chocktoot, and Klamath Tribal Natural Resource Employee, Randy Henry was honored with a gift from the Forest Service for his work and dedication on co-projects with the Winema/Fremont.

The meeting flowed smoothly into the afternoon and included important discussions and PowerPoint’s on; The Klamath Basin Restoration agreement and Hydro Agreements (KBRA/KHSA), Culture and Heritage Program Overview, Natural Resource Program update, Memorandum of Agreement Overview (MOA), Master Participation and Stewardship Agreements, update on Forest Service Sacred Sites Initiative and Tribal Youth Education and Employment Initiative.

The meeting ended with a cultural potluck which included lilhunks (deer meat) and ?iwam (huckleberries) along with other salads, meats, and desserts, as it is traditional to both welcome and feed visitors coming to tribal lands in a good way.

Votes are in on the Blood Quantum Issue
Klamath Tribes Votes for Option A- Leave it at 1/4 blood

*308 Voted Option B- Lower to 1/8
*327 Voted Option C- Lower to 1/16

News Correction:
It doesn’t happen very often, but when it does, the Klamath News makes every effort to correct mis-information printed in the tribal newsletter. Thank you to our readers for keeping us on track. Your comments are important. Thank you for your continued observations.

- Taylor David, Editor.

In the Nov/Dec Issue page 5, Councilman Summers submitted a report from a trip to D.C. He referred in the 3rd Paragraph to Senator Tom Udall, but mistakenly identified him as a Senator from Utah. Correction and our apologies to Senator Tom Udall, as he is from the State of New Mexico. His cousin is a Senator from the State of Colorado. Senator Tom Udall is a great supporter of Indian sovereignty and of Indian Tribes.
**SAVE THE DATE**

**TRIBAL GOVERNMENT DAY** at the State Capitol

The Nine Federally Recognized Tribal Governments of Oregon

**EXPLORE DISCOVER CONNECT**

**Friday, May 11, 2012**

Please join the Legislative Commission on Indian Services and the Nine Tribal Governments of Oregon to celebrate

TRIBAL GOVERNMENT DAY at the State Capitol

Program Details

9:00 A.M. – 1:00 P.M.

Tribal Government Information Tables
Tribal Government Presentations
DVD Screening Series on Tribal Programs
Ceremony for Proclamation Reading
Lunch Reception

*Additional details to follow*

Questions? Please contact Commission Leader at legislative.commission@state.or.us
Legislative Commission on Indian Services, Thank you.

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**NOTICE:** Now accepting applications for Gambling Regulatory Commissioner. The 3 year term for Commissioner “Keith Hescock” is up at the end of March. Must be an enrolled Klamath Tribal Member and be able to pass a criminal background check. No experience necessary. Applications are available on the wall outside of the Secretary’s office or call and one can be mailed to you. Please submit applications and resumes to the Tribal Secretary by 5:00 p.m. on Friday March 30, 2012.

Torina Case
Klamath Tribal Council Secretary
P.O. Box 436
Chiloquin, Oregon 97624
(541) 783-2219 ext. 170
torina.case@klamathtribes.com

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**SOBRIETY POWWOW NOTICE:**

The Klamath Falls Sobriety Powwow celebration is in need of a new coordinator. Unfortunately, Eshoni Yazzie, Stanson Yazzie and Janice Totten have resigned and will no longer be coordinating the event. However, we would like to thank them for the years that they did and the wonderful job that they did. We know it is a lot of work. If anyone else is interested please send in a letter of interest to the Tribal Secretary.

Torina Case
(541) 783-2219 ext. 170
torina.case@klamathtribes.com

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**Attention Klamath Tribal Members:**

Remaining 2012 General Council Meetings
- May 19, 2012 at 10am
- August 18, 2012 at 10am
- November 17, 2012 at 10am

Location: Chiloquin, Oregon
501 Chiloquin, BLVD- Tribal Admin/Gov. Bldg

For more information:
Torina Case
Klamath Tribal Council Secretary
P.O. Box 436
Chiloquin, Oregon 97624
(541) 783-2219 ext. 170
torina.case@klamathtribes.com

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**Notice! Tribal Offices Closed, Thursday, March 22, 2012.**

All Klamath Tribal Administration Offices and Klamath Tribal Health offices (including the Chiloquin Wellness Center) will being closed for an in service meeting on March 22nd. Regular business hours will resume the following day.

Sorry for any inconvenience and thank you.

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This Notice is from the Chief Schonchin Cemetery Committee and President, Stogie Wilson.

Notice! The Schonchin Cemetery Committee has been made aware that there has been some desecration at the cemetery.

The Committee will not tolerate disrespectful behavior of any kind on sacred grounds, and will therefore be watching the cemetery closely.

If anyone has any further information you are asked to contact:

Klamath Tribal Elder, Stogie Wilson at:
(541) 533-2413
**Klamath Tribes Diabetes Prevention Program**

*Take Control of Your Health*

**24 Week Lifestyle Change Program**
- 16 Lifestyle Correction Sessions
- Work With A Physical Lifestyle Specialist
- Become More Physically Active
- Learn Healthier Eating Habits

**Lifetime Maintenance Program**
- Monthly Maintenance Meeting
- Assessments Every 6 Months

**Complimentary for All Adults Eligible for Services at KTH&FS**
**Contact Shawn Jackson To Start**
541-882-1487 ext 220

www.KlamathTribes.org

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**23rd Annual “Return of the c’waam” Ceremony**

Past Chiloquin High School

Kla-Mo-Ya Casino

Chiloquin High School

This is a Drug and Alcohol Free Event! Everyone Welcome!

Info: 541-783-2219 ext 140

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**KTHFS proudly presents:**
**Spring Break 2012**

**Wednesday, March 28**
Children’s Museum
2:30 pm - 4:30 pm
East Main Street
Pizza and drinks provided

**Thursday, March 29**
Movie Theater Rental for Tribal Families
Movie TBA
8:00 am - 11:00 am
Pelican Cinemas
Popcorn and drinks provided

**Friday, March 30**
Pine Needle Basket Craft Activity
Chiloquin Community Center
12:00 pm - 2:00 pm
Lunch and drinks provided

Take a break and come bring the family for Spring Break activities!

*All events are tobacco, alcohol and drug free*

Please call for more information
Carolyn@882-1487 x 239

Or for other questions: Patty@882-1487 x 226.

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**CONSUMER CREDIT COUNSELING SERVICE**
Of Southern Oregon, Inc.

Call Consumer Credit @541-883-8118 to schedule your appointment at:
Klamath Tribe Administration Building
501 Chiloquin Blvd
Chiloquin, OR 97624

Consumer Credit Counseling offers:
- Free Budget and Credit Counseling appointments to help you meet your goals and achieve financial peace of mind
- Debt Management Programs to help you get on a positive financial track by arranging payment terms with your creditors.
- Credit Report Review provides copies of your credit reports, and offers suggestions on how to understand and improve your credit score.
- Educational Workshops for your group or business to help them better understand the use of credit.
- Bankruptcy Certificate Services are provided to people seeking protection from their creditors through bankruptcy

Check out Consumer Credit Counseling Service on the web at [www.ccesso.org](http://www.ccesso.org), and on Facebook & Twitter.
541-779-2273

[Graphic of a hand with a credit card] Linda Dobbs, Certified Credit Counselor
Klamath Tribes

Summer Employment Program For College Interns

If you are seeking summer employment and
  • Are interested in Natural Resources and the Environment.
  • Are not older the 24, and
  • Currently attend or plan to attend college/university Fall Term 2012.

The Klamath Tribes has a great opportunity for you.

To be considered for summer employment, you will need to do the following:

Complete A Temporary Labor Pool Card. This card can be obtained at the Education and Employment Department.
  • On the Front of the card are spaces for your contact information and Driver’s information and Tribal Affiliation.
  • On the Back of the card complete the “Skills/Training” Section as completely as possible.
    o List any certifications: Food Handler’s, CPR, 1st Aid, etc.
    o The year you graduated High School or obtained your GED.
    o College Information stating institution, town/city.
    o List your last three employers. Be as specific as possible when listing job duties.
  • Any volunteer work for community or family can be listed here also.

Please submit the completed Temporary Labor Pool Card to:
The Klamath Tribes
Education and Employment Department
PO Box 436
Chiloquin, OR 97624
541-783-2219 ext. 133

Foster Home Recruitment
We are looking for a special foster family for a Special child!

This recruitment is on behalf of a 6 year old boy, Klamath Tribal Member. He is an active, intelligent and sweet young man, loves the outdoors and is eager to learn more about his culture.

Although the above is true, he has had very traumatic living conditions thus far in his young life and can present extreme difficulties in interacting with adults and other children. The perfect living situation will be as an only child, or with older siblings.

For more information contact:
Candi Crume, Child Protection Service Specialist
The Klamath tribes
P.O. box 436
Chiloquin, OR 97624
(541) 783-2219, #187
(candi.kirk@klamathtribes.com).

Goodwill Vouchers Available 2012

The Klamath Tribes Community Services department has been approved to participate in the Goodwill Voucher Program for 2012. Each year the Southern Oregon Goodwill Industries sets their budget based on the number of agencies requesting assistance.

Vouchers may be exchanged at the Southern Oregon Goodwill store in Klamath Falls for merchandise, clothing or household items and are limited to a maximum dollar amount. New goods are excluded from the voucher program and are limited to one piece of furniture.

The Klamath Tribes Community Services Department adheres to the following guidelines in issuing vouchers:

• Vouchers will be available to any individual or family during the year. One person in the family must be enrolled member of a federally recognized tribe in the United States.
• Applicant must meet the current income guidelines, which is 60% of the Oregon Median Income Guidelines.
• Head of household must sign the voucher at the time of issue.
• Applicants will only be eligible to receive $25.00, plus $5.00 for each additional household member up to the maximum amount allowed.
• Voucher must be used by the expiration date or it will be void.
• Only one item of furniture may be purchased on a voucher.
• One voucher is allowed per year per household.

The Goodwill vouchers became available in January, 2012, at the Klamath Tribes Administration Office, Community Services Department, 501 Chiloquin Blvd., in Chiloquin Oregon. 541-783-2219

Drum Group in Klamath Falls, OR.

Klamath Tribal Health & Family Services will be hosting an ongoing youth drum group.

Start Date: Ongoing- (Group will meet the first 3 Wednesday’s of each month).

Time: 3:30p.m.— 5:30p.m.

Location: Mills Elementary School Cafeteria (downstairs)
Klamath Falls, Oregon

Facilitator: Steven Small Ladesma- (Lead Black Lodge Singer)
Along with drumming and singing, youth will learn how to make traditional group and hand drums.

For more information please contact:
Carolyne Knolle at 541-882-1487 ext#239
Smile Grant Award!

Congratulations to Klamath Tribal Health & Family Services Dental Department and Debbie Bishop (pictured front center 3rd from left), RDH for being selected for the Give Kids a Smile grant award! The award includes supplies to support KTHFS dental staff in their efforts with local schools to help keep teeth healthy!

This year you can expect to see KTHFS staff in the Chiloquin Schools placing Fluoride on children’s teeth (with parental permission) and talking about the importance of taking care of your teeth. The KTHFS application was 1 of 15 selected for award in Oregon and was the second largest award made.

Give Kids a Smile is an American Dental Association initiative where dentists and their dental teams provide free oral healthcare services to children from underserved communities across the country. More than 12,000 dentists nationwide provided free oral health care to almost 400,000 underserved children this year.

Way to go Klamath Tribal Dental Team!

M'ok'aak Project

The Klamath Tribal Dental Clinic just finished up the M’ok’aak Project; M’ok’aak meaning “baby” in the Klamath language.

This project aimed to increase dental visits, prevention and early intervention for eligible children under the age of 6 with an ultimate goal of decreasing early childhood decay. Each child that came into our clinic to receive cleanings, fluoride treatments, oral hygiene instructions, and/or exams automatically entered into our Pendleton blanket drawing. There were seven recipients throughout the previous year that won a blanket. This project proved to be very successful and we look forward to providing more incentive programs in the future to help motivate our patients and their parents to value their oral health.

Way to Go to the following winners!

Leah Brown
Brandon Lee
Cyra Hescock
Mercedes Rasdal
Ryan McKelvey
Tschayla Bates
Tatiana Graham

2012 Sobriety Powwow Queen

Congratulations goes out to Klamath Indian, Rachel Coss, who was crowned Sobriety Queen at the annual New Year’s Eve Sobriety Pow Wow on December 31, 2011, in Klamath Falls, Oregon.

Rachel has been clean and sober for 7 years. As a single parent, Rachel has raised 3 children: Vernon, Ruby, and Gabriel and is a grandma to Coralie and another grandchild on the way. This year Rachel will receive a Bachelor’s of Science Degree in Business Administration Management Concentration and Accounting Concentration with a Minor in Criminal Justice from Southern Oregon University. 2012 marks Rachel’s 12th year of employment at the Klamath Tribes where she currently works for the Natural Resources Department as the Office Manager at the Research Station. Rachel is proud to accept this honor and says she “Will do her best to represent her tribe with dignity and respect.”

For more information on the Mo'ok'aak Dental Program contact:
Tribal Dental Department
Chiloquin Wellness Center
Chiloquin, OR
(541) 783-3295
The Prenatal Care Program is designed to be a bridge program to obstetric care. The program offers information and referrals to community resources to help prepare for the birth of your baby.

Services offered by Klamath Tribal Health & Wellness Center in Chiloquin:

- Routine prenatal check-ups up to 20 weeks, lab work throughout your entire pregnancy, and referral to dental clinic and specialists.
- Referral to the Maternal Child Health Cavity Prevention Program - those who meet the requirements of the program may be eligible for a free diaper bag, filled with a baby health kit, oral health accessories, baby blanket and more.
- Information about pregnancy, labor and delivery.
- HIV & Sexually Transmitted Infections (STI) testing and counseling
- Help applying for Oregon Health Plan (OHP), low or no cost health insurance for you and your family. This program is income based.
- Medical proof of pregnancy & referral to Women, Infant and Children (WIC)
- Full healthcare for you and your baby
- Family planning services
- And more! Please refer to the Prenatal Information Brochure/Information Sheet and call us if you have any questions!

For more information call on the Prenatal Care Program call:

Ana Alvarado RN
Prenatal Case Manager
Klamath Tribal Medical Clinic
PO Box 490/330 Chiloquin Blvd.
Chiloquin, OR 97624
(541)882-1487

Jesse Wolf, a 6th grader, enjoyed an intense game of chess with Buzz Kirk. “Jesse’s a really good chess player. But, I’m better” joked Buzz. Hailey Collier (6th grade) and Megan Kovack (7th grade) just couldn’t beat Rayson Tupper at the games of Connect Four.

And Sorry. Sahalie Crain (6th grader) said “I had an awesome time. It was fun playing Jenga with Renni! “This was a win –win experience. “The students were able to learn more about their community Elders and the Elders were able to bring out their ‘inner child’” commented Mrs. Collier. “They all look forward to visiting again soon.”

Thank you,
Sandra Klepadlo-Girdner
Director- Sage Community School
Chiloquin, Oregon (Old Klamath Agency)
541-783-2533
We are a Native owned business operating throughout Indian Country. I’m Sherry Harrington, a Klamath Tribal member and my partner is Bobby Rhoan from Big Sandy Mono Tribe of Auberry, CA.

We have recently opened up a Sandblasting Engraving and Etching business. Our goal is to serve native people at lower prices than any funeral home or any other monument company.

Our services are not just limited to headstones. For example, we sandblast, engrave or etch, rifle butts, car windows, tile blocks, glass doors and much more. Our work is high quality with low prices to meet everyone's needs.

For more information please contact us:
Sherry Harrington (559) 760-6991
Bobby Rhoan (559) 760-4400

Both are California numbers but the business will be based in Klamath Falls, Oregon.

We look forward to serving all our Native People.

Respectfully,
Sherry Harrington Roll #810-B
Bobby Rhoan Roll #52999
Note: The following two pages will feature the Klamath Tribes Workplace Violence Prevention Policy and Procedures. This information is being placed as requested. For further information contact Tribal Chairman Frost or H.R. at 541-783-2219 ext. 100 or ext. 104

III. RESPONSIBILITY

A. Employees

1. Employees of the Klamath Tribes are strictly prohibited from engaging in any behavior that constitutes a Safety Violation, Workplace Violence or Workplace Bullying.

2. Employees who observe or who have information of a Safety Violation, Workplace Violence or Workplace Bullying must follow the procedures set out in this section, and must follow the documentation procedures set out in Section V.

3. If the Workplace Violence appears imminent, employees shall take the precautions necessary to ensure their own safety and the safety of others, and then call 911.

4. Employees who observe or who have information of a Safety Violation, Workplace Violence, or Workplace Bullying must report it to their immediate supervisor and to Human Resources.

5. Recurring or persistent Workplace Violence, Workplace Bullying, or Safety Violations that an employee reasonably believes is not being addressed satisfactorily, or that is, or has been engaged in by the employee’s supervisor should be brought to the attention of Human Resources and the Administration General Manager.

6. Employees who have obtained Court Orders of Protection against whom a Court Order of Protection has been issued required to notify Human Resources so that a Safety Plan can be developed.

7. Employees who are victims of domestic violence who believe the violence manifests itself into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor and Human Resources so that a Safety Plan can be developed.

B. Supervisors

1. Each Supervisor is responsible for implementation of this Policy and Procedures with regard to employees that are under his/her supervision.

2. Upon observing any Workplace Violence, Workplace Bullying, or Safety Violations, or upon receiving credible evidence of the same from an employee or other credible sources, the Supervisor will immediately assess the circumstances and take such immediate measures as are necessary to address the situation and remove or mitigate the threat.

C. Directors/Managers

1. Each Director/Manager is responsible for implementation of this Policy and Procedures with regard to the Tribal program or department that is under his/her management.

2. If Workplace Violence appears imminent, Directors/Managers shall take the precautions necessary to ensure their own safety and the safety of others, and then call 911.

3. Each Director/Manager shall give full attention to encouraging work environments safe from violence, threats, and harassing/aggressive behavior.

4. Each Director/Manager shall periodically inform subordinate employees about this Policy and Procedure.

5. Each Director/Manager shall be aware of potential situations where Workplace Violence, Workplace Bullying, or Safety Violations might occur, and take preventive or corrective steps by notifying the Maintenance/Security Supervisor, Human Resources, and the Administration General Manager immediately of any credible or credible allegations of Workplace Violence, Workplace Bullying, or Safety Violations, consulting with them regarding the proper assessment and response.

6. Each Director/Manager shall be alert to the possibility of threats, and harassment on the part of employees, former employees, Clients, and other third parties, taking preventive and/or corrective action by notifying the Maintenance/Security Supervisor, Human Resources, and the Administration General Manager immediately.

7. Each Director/Manager shall be alert to conditions that may lead to violent, threatening, or harassing and to take preventive or corrective steps by notifying Senior Management immediately and consulting with them regarding the proper assessment and response.
Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

D. Security
1. The Maintenance/Security Supervisor and/or staff will be convened to investigate, assess and to address concerns or incidents of Workplace Bullying, Workplace Violence or Safety Violations, as necessary.
2. If evidence exists to support the allegations of Workplace Bullying, Workplace Violence or threats of Workplace Violence, or Safety Violations, the matter must be reported to the appropriate Supervisor for further review and possible action(s). Any response will be coordinated by Human Resources.
3. When an employee is alleged to be involved in Workplace Bullying, Workplace Violence, or Safety Violations, Human Resources will coordinate appropriate responses to investigate the situation and determine if the situation can be dealt with at the department level.
4. All incidents will be forwarded to the Administration General Manager for review and assessment according to policy and procedures.

IV. VIOLATIONS
Violations of this Policy and Procedures will lead to corrective action up to and including termination and/or referral to appropriate law enforcement. The Klamath Tribes reserve the right to take any necessary legal action to protect its employees, Visitors and Clients.

V. DOCUMENTATION
A. Form: An Incident Report Form will be used to document all occurrences involving all incidences of Workplace Violence, Workplace Bullying, or Safety Violations regardless of severity.
B. Submission of Report: All employee and witness reports should be submitted to their immediate Supervisor. Supervisors receiving such reports should make sure that all necessary documentation is included prior to submitting the report to Human Resources. Reports submitted by the public will be directed to the Human Resources Department.
C. Acknowledgement of Report: The immediate Supervisor will acknowledge to the staff person submitting the report that the report has been received.
D. Action Taken on Receipt of Report: Actions will be taken on the report and any and all previous reports regarding the same individual, plus any other verified information the Administration General Manager obtains from staff, police or other individual or entity pertaining to the individual’s behavior. The Administration General Manager will act in accordance with Section VII (Warnings & Sanctions).

Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

VI. PROCEDURES FOR DEALING WITH DISRUPTIVE CLIENTS OR VISITORS
A. Verbally Abusive Clients or Visitors and/or Clients under the Influence of Drugs or Alcohol
1. Remain calm, be a listener, try to defuse the situation (see definition of Deliberate in Section II and call the Maintenance/Security Supervisor or other official respondents as soon as possible.
   a. Official respondents are designated as follows: At the Administration Office in Chiloquin—Security/Maintenance and Administration General Manager (or designate following the chain of command.)
   b. For off-site locations, if violence appears to be imminent, take the precaution necessary to ensure your own safety and the safety of others, and then call 911. Follow the chain of command and the documentation and reporting sections of this policy.
2. The first officer representative on the scene will receive for determining whether or not to notify the police by dialing 911 or how to otherwise handle the situation.
   a. For verbally abusive Clients or Visitors, give the Client or Visitor one verbal warning to stop the behavior and if the behavior continues will ask the Client or Visitor to leave the premises. The police will be notified if a Client or Visitor fails to comply with the request to leave.
   b. For Clients or Visitors under the influence, ask the Client or Visitor to leave the premises and reschedule the appointment for a time when they will be able to report in a sober and clean condition. The police will be notified if a Client or Visitor fails to comply with the request to leave.
B. Verbally Abusive Clients or Visitors on the Telephone or Voice Messages
1. Remain calm, be a listener. If the angry person is live on the telephone, try to defuse the situation by presenting a caring attitude and acknowledging the person’s feelings. Avoid aggressive behavior such as talking too loudly, giving orders, or trying to match the angry person’s threats.
2. If the Client or Visitor on the phone refuses to calm down or continues the abusive behavior, then the employee should give the caller one verbal warning. If the behavior continues, the employee should hang up the telephone.
3. If an employee receives an abusive or inappropriate voice message, the employee should save the message and file an incident report.
4. Repeated abusive behavior by the same caller will be considered telephone harassment.
5. Follow Section V for Documentation of the incident.

Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

C. For Physically Violent Clients or Visitors
1. Whenever a person commits or threatens to commit an act of physical violence, staff should follow this “Action Guideline”:
   a. The first employee or a member of the immediate family who will respond to the situation will determine whether or not to notify the police by dialing 911 or how to otherwise handle the situation.
   b. If the situation appears to be imminent, take the precautions necessary to ensure your own safety and the safety of others, and then call 911.

Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

VII. WARNINGS & SANCTIONS FOR VISITORS AND CLIENTS
This section sets out the procedures for dealing with Visitors and/or Clients who engage in Workplace Violence, Workplace Bullying, or Safety Violations.
A. Written Warning
1. For the first incident involving a violation of this Policy and Procedures, except for situations warranting suspension or terminating services, a written warning will be issued to the Visitor or Client who has engaged in the behavior.
2. The letter of warning shall be signed by the Administration General Manager stating the problem and indicating that the Client or Visitor is required to behave cooperatively and appropriately within the Administration Building, or other appropriate tribal location. The letter of warning shall advise the Client or Visitor that such conduct will not be tolerated and must stop, and that continued behavior may result in further sanctions, possibly including suspension or termination of services.
B. Suspension of Services
1. Clients or Visitors Who Pose a Safety Risk
   a. Clients or Visitors may be suspended from receiving direct services for a set period of time in circumstances where the General Manager and Department Director jointly determine that the Client or Visitor poses a significant risk of danger or harm to staff, or otherwise provided in this Policy and Procedures.
   b. Administration will make reasonable efforts to give the Client or Visitor options or alternatives for receiving services.
   c. A Client or Visitor who is suspended from services will be informed through a letter signed by the Administration General Manager and sent to the Client or Visitor at the Client’s or Visitor’s last known address via certified mail. This letter will explain the reasons for the suspension, the length of the suspension, and the circumstances under which the suspension may be retracted and the Client or Visitor’s rights of appeal to be conducted in accordance with Section VIII.
   d. The decision to suspend services must be documented in a written memorandum signed by both the Administration General Manager and the Department Director and include correspondence with the Client or Visitor and documentation substantiating the decision, and be maintained in a confidential file separate from the Client or Visitor record in accordance with the Administration Records Retention Policies. The Administration General Manager must also notify staff of the suspension and ensure that the suspension is clearly noted in the Client or Visitor’s record.
   e. When a Client or Visitor can demonstrate that he or she may safely return to the facilities the General Manager may determine that the Client or Visitor’s suspension should end early. The General Manager must ensure that written documentation of the decision is maintained in the file created under Section VII (991)(d), staff receives notification and the Client or Visitor’s record notes the end of the suspension.
   f. Effective Date: A suspension of services under Section VIII(991)(d) will become effective once the Client’s or Visitor’s rights of administrative appeal have been exhausted (either by the Client or Visitor or not exercising a right of appeal or obtaining a final administrative decision upholding the suspension.) During the time in which the Client’s or Visitor’s appeal is pending in the administrative appeal process, the Administration may impose reasonable limits on the Client’s or Visitor’s access to the facilities and services as the Administration General Manager deems prudent to protect the safety of the Tribal employees, Clients or Visitors. Once a suspension becomes effective, it will remain effective even during the pendency of an appeal to the Tribal Court, unless the Tribal Court orders otherwise.

Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

VIII. ADMINISTRATIVE APPEALS
A. A Client or Visitor who has received a notice that services will be suspended under this Policy and Procedures may submit a written administrative appeal to the Administration General Manager within fourteen (14) calendar days from the date on which Klamath Tribes Administration mailed a written notification to the Client or Visitor. All appeals must state the grounds supporting the appeal and include supporting documentation. If the appeal is not filed in accordance with the timelines set out above, the suspension will become final and effective immediately, and will not be subject to any further appeal.

Workplace Violence Prevention Policy & Procedures
The Klamath Tribes Administration

Editor’s Note: The final two pages of this policy will be published in next issue as requested.

*Currently there are 11 obituaries pending publication. Sorry for any inconvenience this has caused. Obituaries will be published as space is available.