



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MEMORANDUM
CSC No. 95-16

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DATE : September 28, 1995

TO : Department Heads
Personnel Officers
Safety Officers
Training Officers
Department Personnel Representatives

FROM : Albert C. Walker
Executive Officer

SUBJECT : Civil Service Commission Policy Prohibiting Violence in the Workplace - Part I: Prohibiting Employee Violence in the Workplace.


Attached is a copy of the first of a two-part Civil Service Commission Policy on Prohibiting Violence in the Workplace. Part I: Prohibiting Employee Violence in the Workplace, was adopted by the Civil Service Commission at its meeting of April 3, 1995. Distribution of Part I was delayed in anticipation of the immediate completion and adoption of Part II, the workplace violence prevention plan.

At its meeting of September 18, 1995, the Civil Service Commission reviewed proposed Part II of the Policy and referred it to the Civil Service Commission Rules Revision Committee for review and recommendation. On September 25, 1995, the Rules Revision Committee returned proposed Part II of the Policy to the working group that drafted it with a series of comments and recommendations for changes.

Since it appears that there will be an additional delay between the adoption of Part I and the refinement and adoption of Part II and given the fact that the Civil Service Commission has officially adopted and established this Policy, it is being promulgated. Part II will be forwarded as soon as it's adopted by the Civil Service Commission.

Please circulate this Policy throughout all agencies of the City and County and bring it to the attention of all employees, supervisors, and managerial staff. Please contact the departmental safety officer, personnel officer, training officer, or personnel representative for assistance.

CIVIL SERVICE COMMISSION


Albert C. Walker
Executive Officer

(5333B)

POLICY PROHIBITING VIOLENCE IN THE WORKPLACE

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PART I: PROHIBITING EMPLOYEE VIOLENCE IN THE WORKPLACE

Under the authority of Section 3.660 of the Charter of the City and County of San Francisco, the Civil Service Commission adopts the following policy on workplace safety:

I. POLICY

It is the policy of the City and County of San Francisco to require employees to treat co-workers and members of the public with courtesy and respect. The City and County of San Francisco will not tolerate any assaults, battery or threats or acts of violence by employees in the workplace.

Employees are also prohibited from bringing weapons to the job, unless required by the City and County department in the performance of the employee's official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with this policy may result in employee discipline up to and including termination.

II. REPORTING

Employees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. INVESTIGATION

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. REMEDIAL ACTION

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

- Calling Emergency Response "911," if the threat is immediate and lifethreatening;
- Placing the employee on administrative leave in accordance with Charter Section 8.341 or suspension in accordance with Charter Section 8.342;
- Referring the matter to the City Attorney to determine if a restraining order is appropriate;
- Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
- Imposing disciplinary action up to and including dismissal or termination;
- Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
- Referring the employee to the Employee Assistance Program or to a health care/medical provider.
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;
- Other measures may be taken as appropriate under the circumstances.

Adopted April 3, 1995.