



DEPARTMENT NOTICE

24-110

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Workplace Violence Prevention Program

The San Francisco Police Department (SFPD) maintains an accessible, comprehensive, and actionable policy to respond quickly to episodes of workplace violence.

The SFPD Workplace Violence Prevention Program (WVPP) is written in accordance with Title 8 California Code of Regulations (CCR), Section 3343. The SFPD, as a law enforcement agency, is exempt from many of these requirements.

Despite being exempt, the SFPD is committed to maintaining a safe and healthful work environment and has developed this modified WVPP to assist non-sworn staff who are not trained to the same level as sworn officers in responding to workplace violence.

Therefore, the Department has established the following policy:

1. Each employee is required to attend workplace violence training annually. Employees will be notified via the SF Employee Portal that they have mandatory training waiting to be completed in their My Learning Center. Sworn members will also be notified through Advanced Officer Training under the direction of the Professional Development Unit.
2. Workplace Violence definitions include:
 - Type I. Violence by Strangers (Example: Civilian employee assaulted while traveling to a station.)
 - Type II. Violence by Customers/Clients (Example: PHQ lobby staff being assaulted by a customer/client.)
 - Type III. Violence by Current or Past Coworkers (Example: Disgruntled employee returning to worksite to do harm.)
 - Type IV. Violence by someone with Personal Relations with an Employee (Example: Domestic abuse situations where partner comes to worksite to do harm.)

Violence may include not only acts of violence, but also threats to commit violence or do harm. A “threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose.

3. Employees, once aware of violence, are encouraged to report any threats or acts of workplace violence within 24 hours from time of knowledge of the incident. Employees shall inform management about workplace hazards or threats of violence without fear of reprisal or adverse action.

All reports of workplace violence will be investigated, shall have a post-incident analysis and corrective action determination, and shall be appropriately documented.

Members with questions regarding the SFPD WVPP and requests for copies of the written WVPP may contact the Health & Safety Manager at sfpd.health&safety@sfgov.org or by calling (415) 575-6052.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.