



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

December 7, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Adrian Jackson
[REDACTED]

**SUBJECT: REQUEST FOR A HEARING BY ADRIAN JACKSON, FINGERPRINT
TECHNICIAN II (8250) SHERIFF DEPARTMENT ON THEIR FUTURE
EMPLOYMENT RESTRICTION WITH THE CITY AND COUNTY OF SAN
FRANCISCO.**

Dear Adrian Jackson:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **December 18, 2023, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, December 13, 2023. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at civilservice@sfgov.org by 5:00 p.m. on Tuesday, December 12, 2023**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

Attendance by you or an authorized representative is recommended. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. Where applicable, the Commission has the authority to uphold, increase, reduce, or modify any restrictions recommended by the department. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

You may contact me at (628) 652-1100 or at Sandra.Eng@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Sheriff Paul Miyamoto, Sheriff Department
Undersheriff Katherine Johnson, Sheriff Department
Assistant Sheriff Tanzanika Carter, Sheriff Department
Margaret Baumgartner, Sheriff Department
Kulvinder Singh, Sheriff Department
Captain Jamala Sanford, Sheriff Department
Sergeant Fabian Perez, Sheriff Department
Najuawanda Daniels, SEIU Local 1021
Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Donna Ho, Department of Human Resources
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soft@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: 0136 - 16 - 7
2. For Civil Service Commission Meeting of: December 18, 2023
3. Check One:
 - Ratification Agenda
 - Consent Agenda
 - Regular Agenda X
 - Human Resources Director=s Report
4. Subject: Former (8250) Fingerprint Technician II, Adrian Jackson is appealing his Future Employment Restriction with the CCSF.
5. Recommendation: Adopt Staff Report, and deny the appeal filed by Mr. Jackson.
6. Report prepared by: Margaret W. Baumgartner Telephone number: (415) 554-7212
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: Carol Isen 

Date: 11/21/23
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<u>CSC RECEIPT STAMP</u>

NOTIFICATION:

Sheriff Paul Miyamoto
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
Room 456
San Francisco, CA 94102
(415) 554-7225

Undersheriff Katherine Johnson
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
Room 456
San Francisco, CA 94102
(415) 554-7225

Assistant Sheriff Tanzanika Carter
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
Room 456
San Francisco, CA 94102
(415) 554-7225

Margaret W. Baumgartner
Chief Legal Counsel
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
Room 456
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(415) 554-7225

Kulvindar K. Singh (Rani)
Assistant Legal Counsel
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
Room 456
San Francisco, CA 94102
(415) 554-7225

Captain Jamala Sanford
San Francisco Sheriff's Office
Administration and Programs Division
1 Dr. Carlton B. Goodlett Place
Room 456
San Francisco, CA 94102
(415) 554-7225

Sergeant Fabian Perez
Personnel Manager
San Francisco Sheriff's Office
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Room 456
San Francisco, CA 94102
(415) 554-7225

Najuawanda Daniels
Field Representative
SEIU, Local 1021
350 Rhode Island Street, Suite 100
San Francisco, CA 94103
Phone: (415) 848-3611
najuawanda.daniels@seiu1021.org

Carol Isen
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

Anna Biasbas
Director, Employment Services
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

Shawn Sherburne
Assistant Director, Employment Services
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

Donna P. Ho
Supervising Human Resources Consultant
Employment Services
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

Adrian Jackson (Appellant)





**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO
SHERIFF**

DEPARTMENT OF HUMAN RESOURCES

STAFF REPORT

DATE: November 14, 2023

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director

FROM: Margaret W. Baumgartner, Chief Legal Counsel, San Francisco Sheriff's Office

SUBJECT: **Appeal of the San Francisco Sheriff's Office Decision on Future Employment Restrictions for Adrian Jackson, 8250 Fingerprint Technician, Civil Service Register #0136-16-7**

San Francisco Sheriff's Office Recommendation

Deny Adrian Jackson's appeal of employment restriction "no future employment with the San Francisco Sheriff's Office and the City and County of San Francisco" imposed by the San Francisco Sheriff's Office ("SFSO") on or about March 12, 2016.

Authority

Civil Service Rule 122.9.5 allows an employee to have a hearing before the Civil Service Commission if the employee submits a request within 20 calendar days from the date of termination or from the date of mailing of the notice of termination. The SFSO terminated Mr. Jackson on or about March 12, 2016. The Civil Service Commission received a request for a hearing on or about March 29, 2016.

Background

The SFSO hired Mr. Jackson as a Sheriff's Cadet in 2001. He resigned to take an appointment as an 8250 Fingerprint Technician with the SFSO in May of 2008.

In February of 2016, the SFSO completed an investigation regarding a complaint that Mr. Jackson engaged in sexually harassing behavior. The investigation determined that Mr. Jackson, while working as a fingerprint technician, engaged in sexual harassment and misconduct, as more specifically set forth in the February 12, 2016 letter from Sheriff Hennessy to Mr. Jackson attached hereto as Exhibit A. As examples, Mr. Jackson would, while fingerprinting female

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

arrestees, ask the arrestee to lift up their shirts and show him her breasts, would ask a female fellow employees unwanted detailed questions about her sexual conduct, spoke to the female employee about masturbating to mental images of a female employee's sexual activities, and would stalk and harass the employee with excessive phone calls, including 22 calls on one day.

Following the investigation, on March 11, 2016, the Sheriff sent Mr. Jackson a notice of intent to terminate his employment. A copy of the notice is attached hereto as Exhibit B. The SFSO charged Mr. Jackson with:

- II A 11 Knowledge of Laws and SFSO Rules and Regulations
- II A 13 Obedience to Laws and Regulations
- II A 24b Impermissible Behavior
- II A 26b Unacceptable Job Performance
- II A27d Misconduct on or off duty that reflects adversely on the SFSO
- II A 27e Conduct constituting dismissal for cause
- II A 27f A finding of misconduct shall be the basis for disciplinary action which may lead to suspension or termination

After providing the employee notice and an opportunity to be heard, the Sheriff sustained all of the above charges against Mr. Jackson, and terminated Mr. Jackson's employment, as more thoroughly set forth in the letter to Mr. Jackson attached hereto as Exhibit B. Due to the egregious nature of Mr. Jackson's conduct, the Sheriff determined that Mr. Jackson should be precluded from being rehired as a City employee in any capacity.

It appears that Mr. Jackson did not timely move a grievance of his termination through the grievance process. He did, however, in 2016 file a request for a hearing regarding his future employment restrictions. He failed to provide any basis for his appeal of these restrictions. The appeal of his hiring restrictions was apparently inadvertently left on hold.

Issue on Appeal and Analysis

Mr. Jackson requested a hearing before the Civil Service Commission on his future employability restrictions. In April 2014, the Civil Service Commission issued a policy memo regarding future employability restrictions. That policy provided guidance for when to impose future employability restrictions. The circumstances included when the conduct is egregious, mars the public's trust in the department, or constitutes mistreatment of persons. In this case, Mr. Jackson's conduct fits all of those descriptions. No employee should engage in the types of sexual behavior and sexual harassment towards staff and vulnerable persons who must be fingerprinted due to an arrest. And, furthermore, rehiring Mr. Jackson could expose the City and County of San Francisco to civil liability as he has been proven to be an egregious sexual harasser.

Recommendation

Adopt the report and deny the appeal filed by Mr. Jackson.

NOTIFICATION:

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San Francisco Sheriff's Office
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Najuawanda Daniels
Field Representative
SEIU, Local 1021
350 Rhode Island Street, Suite 100
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Phone: (415) 848-3611
najuawanda.daniels@seiu1021.org

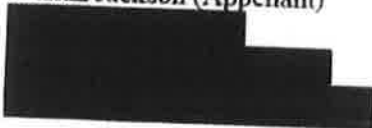
Carol Isen
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

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San Francisco, CA 94103

Donna P. Ho
Supervising Human Resources Consultant
Employment Services
Department of Human Resources
1 South Van Ness Avenue - 4th Floor
San Francisco, CA 94103

Adrian Jackson (Appellant)





**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE
MAYOR

NOTICE OF RECEIPT OF APPEAL

DOUGLAS S. CHAN
PRESIDENT

DATE: March 29, 2016

GINA M. ROCCANOVA
VICE PRESIDENT

REGISTER NO.: 0136-16-7

KATE FAVETTI
COMMISSIONER

APPELLANT: ADRIAN C. JACKSON

SCOTT R. HELDROND
COMMISSIONER

Micki Callahan
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Callahan:

MICHAEL L. BROWN
EXECUTIVE OFFICER

The Civil Service Commission has received the attached letter from Mr. Adrian C. Jackson requesting a hearing on his future employability with the City and County of San Francisco. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. CSC Form 13 is available on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Forms."

In the event that Mr. Jackson's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on June 9, 2016** so that it may be heard by the Civil Service Commission at its meeting on June 20, 2016. If you will be unable to transmit the staff report by the June 9th deadline, or if required departmental representatives will not be available to attend the June 20th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at Michael.Brown@sfgov.org or (415) 252-3250 if you have any questions. For more information regarding staff report requirements,

Appellant: Adrian C. Jackson
March 29, 2016
Page 2 of 2

meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/Civil_Service.

Sincerely,

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Susan Gard, Department of Human Resources
Carl Koehler, San Francisco Sheriff's Department



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail and U.S. Mail

March 29, 2016

Adrian C. Jackson
[Redacted]

Subject: **Register No. 0136-16-7: Request for Hearing on his future employability with the City and County of San Francisco**

Dear Mr. Jackson:

This is in response to your appeal submitted to the Civil Service Commission on March 28, 2016 requesting a hearing on your future employability with the City and County of San Francisco. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form. A hard copy of the report will also be available for your review at the Commission's offices located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date (note that the Commission requires an original and nine copies of any supplemental/rebuttal materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email at Michael.Brown@sfgov.org or by phone at (415) 252-3250 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/Civil_Service.

Sincerely,

CIVIL SERVICE COMMISSION

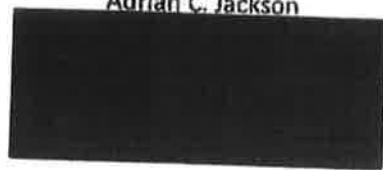
MICHAEL L. BROWN
Executive Officer

Attachments

- DOUGLAS S. CHAN
PRESIDENT
- GINA M. ROCCANOVA
VICE PRESIDENT
- KATE FAVETTI
COMMISSIONER
- SCOTT R. HELDFOND
COMMISSIONER
- MICHAEL L. BROWN
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION
REGISTERED
EXHIBIT: 01342 16 7

Adrian C. Jackson



X M. Callahan
S. Gard
C. Koehler

March 21, 2016

Executive Officer
City & County of San Francisco
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, Ca 94102

2016 MAR 21 PM 1:04

Dear Sir/Madam,

Please allow this letter to serve as my request for a hearing regarding my future employability with the City and County of San Francisco. I was terminated from the San Francisco Sheriff's Department effective March 11, 2016.

If you need any additional information I can be reached at the number /email listed above. Thank you.

Sincerely,

Adrian C. Jackson

Adrian C. Jackson



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**VICKI L. HENNESSY
SHERIFF**

March 11, 2016
Reference: 2016-039

Mr. Adrian Jackson
County Jail #3
850 Bryant Street, 6th Floor
San Francisco, CA 94103

Dear Mr. Jackson,

I write to resolve pending discipline for your on-duty misconduct from September, 2015 to November 19, 2015. You were served with a Notice of Termination on February 16, 2016, stating the grounds for the termination notice.

I conducted a due process pre-termination hearing on charges for your dismissal on March 10, 2016. That hearing allowed me to receive information in your defense from you and your union representative, Hector Cardenas. In that hearing your representative presented arguments in your defense. You apologized for your mistakes and poor judgment and explained some of the circumstances involved in your misconduct. I appreciate your honesty in discussing your conduct.

I have given thorough consideration to all the information you and your representative presented to me. I have also considered the culture in CJ #1 where your conduct occurred. I have reviewed the investigation materials that resulted in the charges contained in my legal counsel's letter dated February 12, 2016. My conclusion is that you committed misconduct of such a serious nature that I cannot consider retaining you in a position where you have contact with female inmates and staff. Your misconduct included inappropriate sexual touching of female inmates, sexually offensive comments and conduct directed to female staff, and offensive language in reference to deputies. Your misconduct is not the type of episodic behavior appropriate for me to consider retention. It causes me grave concern for the safety and security of inmates and staff of the SFSD. Your misconduct demonstrates a complete lack of professionalism required of a sheriff's department employee. In light of such misconduct I must dismiss you as a Fingerprint Technician.

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

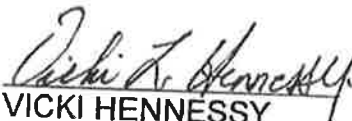
You are hereby terminated effective immediately.

I find that you have violated the following SFSD Rules and Regulations:

- II A 11 Knowledge of Laws and SFSD Rules and Regulations
- II A 13 Obedience to Laws and Regulations
- II A 24 b Impermissible Behavior
- II A 26 b Unacceptable Job Performance
- II A 27 d Misconduct-on or off duty that reflects adversely on the SFSD
- II A 27 e Conduct constituting dismissal for cause
- II A 27 f A finding of misconduct shall be the basis for discipline action which may lead to suspension or termination

You have the right to appeal this decision by notifying the Director of the Employee's Relation Department (ERD) in writing of your intent to appeal within fifteen (15) days after receiving notice of your dismissal. All appeals should be directed in writing to Micki Callahan, 1 South Van Ness Ave., 4th Floor, San Francisco, CA 94103.

Sincerely,


VICKI HENNESSY
Sheriff

cc: Undersheriff Koehler, Chief Freeman, Lt. Flewellen, Sergeant Durkan,
Hector Cardenas, SEIU1021



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**VICKI HENNESSY
SHERIFF**

February 12, 2016
Reference: LC 2016-015

Adrian Jackson
[REDACTED]

Dear Mr. Jackson,

The Sheriff, Vicki Hennessy, has determined to seek your dismissal as a San Francisco Sheriff's Department Fingerprint Technician. The decision to seek your termination is based upon her authority as the Appointing Officer and Department Head under provisions of the San Francisco Charter, section 8.341, the Sheriff's Department Rules and Regulations, and Civil Service Rule 122: Separation of Permanent Employees.

This letter is formal Notice of the Sheriff's charges for your dismissal based on your on-duty misconduct from September, 2015 to November 19, 2015. The charges originate from an investigation conducted pursuant to a letter sent by Lisa Sarto, a Fingerprint Technician employed by the San Francisco Sheriff's Department, to Captain Pecot on November 19, 2015, complaining of sexual harassment and misconduct by you.

As part of the investigation the San Francisco Sheriff's Department Internal Affairs Unit interviewed Lisa Sarto. She stated that starting in September, 2015 she was working side by side with you on the same shift. She said you talked constantly about sex. While you were fingerprinting women inmates she said you boasted you would rub their breasts with your elbow. She said when you were fingerprinting women you would ask them to lift up their shirts and show you their breasts. Ms. Sarto stated you would stare at her and make sexual comments. Knowing she was gay you inquired about her sexual partners and asked her whether she had ever been with an Asian or black woman. You told her you liked jacking off thinking about it. Then you said you have to keep your bitches and ho's in line. She said you would call her all the time, one day calling her 22 times.

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

You told her you wanted to kill everyone there and you wanted to slice their throats. When a deputy pissed you off you would tell her you wanted to slit his throat. You referred to deputies as pieces of shit. She said you were destructive at work, expressing your anger by kicking things and breaking things. She stated she has seen you stealing other deputies' lunches at least ten times. She described the last straw for her was seeing you stroke your penis over your clothing on November 17, 2015, and then say you have to always keep your bitches and ho's in line.

In your interview with Internal Affairs investigators on December 18, 2015 you admitted you asked female inmates more than five times to show you their breasts. You admitted one female actually did show you her breasts. You stated you did ask Lisa Sarto about dating black or Latin females and you admitted calling her up to 22 times afterward. You admitted you liked to fingerprint cute female inmates and to flirt with them because you can rub their breasts with your elbow while you are processing them. You commented to Ms. Sarto and deputies that some female inmates had nice tits or a nice ass. You admitted saying from time to time that you have to keep your bitches and ho's in line. You told Lisa you did not mind her being gay because she had nice tits. You also admitted telling Lisa that a deputy was a piece of shit and you would cut his throat if you could get away with it. You admitted taking deputies' lunches but said they were left over lunches from the previous shift. You admitted you say things when you are agitated but you do not mean them.

This Notice involves misconduct that constitutes just cause for dismissal.

Your repeated sexual harassment of Ms. Sarto and female inmates is reprehensible and inexcusable. Your repeated talk about sex and violence in reference to your co-workers created a hostile workplace. This kind of misconduct is not tolerable in a Sheriff's Department employee. Your conduct violated the most basic requirements of professionalism in SFSD Policy and Procedure. Your conduct has brought disrepute and embarrassment to the Sheriff's Department.

By your actions you have violated the following Sheriff's Department Rules and Regulations and Policies and Procedures:

- | | |
|--------------|--|
| (1) A01 | Standard of Conduct |
| (2) A11 | Knowledge of Department Rules and Regulations |
| (3) A13 | Obedience to Laws and Regulations |
| (4) A24a & b | Impermissible Behavior |
| (5) A26 | Unacceptable Job Performance |
| (6) A27d | Misconduct- Conduct on or off duty that reflects adversely on the SFSD |
| (7) A27e | Misconduct-Conduct constituting dismissal for cause |
| (8) B 1 a | Prohibited Activity on Duty |
| (9) B 20 a | Harassment/Discrimination |

III. RIGHT TO RESPOND TO APPOINTING AUTHORITY

As an employee with permanent Civil Service status, you are entitled to ten (10) calendar days within which to respond to this notice. You may respond either orally or in writing to Sheriff Hennessy, City Hall, Room 456, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102. If you elect to respond orally, please contact the undersigned as soon as possible so that a hearing may be scheduled on your behalf. Please note that the Sheriff may amend, modify, or revoke any or all of the foregoing charges.

IV. RIGHT TO APPEAL

If adverse action is taken against you by the San Francisco Sheriff's Department, you are entitled to have the adverse action reviewed by the Director of the Employee's Relation Department (ERD). Please note that you have fifteen (15) days after you receive notice of the Sheriff's final determination in writing to file an appeal with the Director of ERD. All appeals should be directed in writing to Martin Gran, 1 South Van Ness Ave., 4th Floor, San Francisco, CA 94103.


V. RIGHT TO INSPECT ALL RELEVANT DOCUMENTATION

If you desire to inspect any documentation that is on file relevant to the above charge, you may do so by contacting Freya Horne, City Hall, Room 456, 1 Dr. Carlton B. Goodlett Place, San Francisco, California 94102.

Please note that your right to respond either orally or in writing to the Sheriff is separate and distinct from your appeal rights to the Director of ERD. You may exercise both rights so long as you do so within the time limits provided.

Should you elect to request a hearing in this matter before the Sheriff, it will be in her office on Thursday, March 10, 2015 at 2:00 p.m., Room 456, City Hall.

Very Truly Yours,


FREYA A. HORNE
Chief Legal Counsel

cc: Sheriff Hennessy, Undersheriff Koehler, Chief Freeman, Lieutenant Flewelling, Personnel, Hector Jimenez-Cardenas/SEIU 1021

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