



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

**LONDON N. BREED  
MAYOR**

***Sent via Electronic Mail***

March 21, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Alvin Bowie Jr.



**SUBJECT: REQUEST FOR A HEARING BY ALVIN BOWIE JR., GENERAL LABORER (7514) WITH THE DEPARTMENT OF PUBLIC WORKS ON THEIR FUTURE EMPLOYMENT RESTRICTIONS WITH THE CITY AND COUNTY OF SAN FRANCISCO.**

Dear Alvin Bowie:

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 **April 1, 2024, 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](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, March 27, 2024. 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](mailto:civilservice@sfgov.org) by 5:00 p.m. on Tuesday, March 26, 2024**, 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. **You will have up to 10 minutes for your presentation unless your time is extended by the Commission.** 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](mailto:Sandra.Eng@sfgov.org) if you have any questions.

CIVIL SERVICE COMMISSION

SANDRA ENG  
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Carla Short, Department of Public Works  
Karen Hill, Department of Public Works  
Christine Cayabyab, Department of Public Works  
Rui Cheng Yu, Department of Public Works  
Shawn Sherburne, Department of Human Resources  
Paul Greene, Department of Human Resources  
Lisa Pigula, 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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) 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/](http://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](mailto: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](mailto:soft@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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: 0251-23-7
  2. For Civil Service Commission Meeting of: April 1, 2024
  3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              **Regular Agenda                   X**  
                              Human Resources Director's Report
  4. Subject: **Appeal of One (1) Year Future Employment Restrictions by Alvin K. Bowie Jr., former 7514 General Laborer, San Francisco Public Works.**
  5. Recommendation: **Uphold Department of Public Works' decision to restrict the future employment of Alvin Bowie with the City and County of San Francisco and deny the appeal.**
  6. Report prepared by: Rui Cheng Yu, Employee and Labor Relations Analyst, San Francisco Public Works  
  
Telephone number: 628-271-3239
  7. Notifications:           Please see attached Notification List
  8. Reviewed and approved for Civil Service Commission Agenda:  
  
Human Resources Director: 
- Date:
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

<b><u>CSC RECEIPT STAMP</u></b>

## Notifications

Alvin K. Bowie Jr.



Carol Isen – Human Resources Director, Department of Human Resources  
1 South Van Ness  
San Francisco, CA 94103  
Email: [carol.isen@sfgov.org](mailto:carol.isen@sfgov.org)

Carla Short – Director of San Francisco Public Works  
49 South Van Ness Ave. 12<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: [Carla.Short@sfdpw.org](mailto:Carla.Short@sfdpw.org)

Karen Hill – Director of Human Resources, San Francisco Public Works  
49 South Van Ness Ave. 12<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: [karen.hill@sfdpw.org](mailto:karen.hill@sfdpw.org)

Christine Cayabyab – Employee & Labor Relations Manager, San Francisco Public Works  
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Rui Cheng Yu – Employee & Labor Relations Analyst, San Francisco Public Works  
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Anna Biasbas – Director, Employment Services, Department of Human Resources  
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Paul Greene – Client Services Consulting Manager, Department of Human Resources  
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Email: [donna.ho@sfgov.org](mailto:donna.ho@sfgov.org)



Carla Short, Director | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## MEMORADANDUM

**Date:** February 29, 2024

**To:** Honorable Civil Service Commission

**Through:** Carol Isen  
Human Resources Director  
City and County of San Francisco

**Through:** Karen Hill  
Human Resources Director  
San Francisco Public Works

**Through:** Christine Cayabyab  
Employee & Labor Relations Manager  
San Francisco Public Works

**From:** Rui Cheng Yu  
Senior Employee & Labor Relations Analyst  
San Francisco Public Works

**Subject:** Alvin K. Bowie Jr., former 7514 General Laborer, San Francisco Public Works' Decision to Place Future Employment Restrictions; Civil Service Register No. 0251-23-7

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### **BACKGROUND**

Alvin Bowie Jr. (Appellant) is appealing the decision by San Francisco Public Works (PW or Department) that imposed a one (1) year future employment restriction (**Exhibit A**) for the Appellant effective November 30, 2023. This restriction mandates that the Appellant must demonstrate one (1) year of verifiable and satisfactory employment outside of City employment to become eligible for reemployment with the City. This future employment restriction was imposed following his dismissal from his Temporary Provisional (TPV) 7514 General Laborer role.

## **ISSUE**

The Appellant was dismissed from his TPV 7514 General Laborer position with the Department on November 29, 2023, for the following reasons:

- (1) Misuse of City Time and Resources;
- (2) Violation of the Department's Policy and Procedures (Leaving Assigned Work Area);
- (3) Violation of the City's Vehicle Policy, Citywide Vehicle Use Policy, and Department's Vehicle Use Policy;
- (4) Inattention to duty;

On December 20, 2023, the Appellant sent a request to appeal the future employment restriction to the Civil Service Commission (CSC). The matter before the Commission is the reasonableness for the Department to impose a one (1) year future employment restriction with the Department and the City and County of San Francisco. In accordance with the Civil Service Rules, the Department submits this staff report for the Civil Service Commission's review and consideration.

## **Findings**

When determining the appropriateness to impose future restrictions, the Department follows CSC guidelines outlined in CSC No. 2014.<sup>1</sup>

"This evaluation should be on a case-by-case basis, based on the totality of the circumstances ... Generally speaking, and depending on the circumstances, one or more of the following situations would likely merit a future employment restriction of some kind..."

The CSC guidelines provide a non-exhaustive list of interactions that could merit placing employment restrictions on someone. Of that list the following apply in the Appellant's case.

- Egregious misconduct.
- Acts or conduct which presented a danger to the health and safety of the individual, his or her coworkers or members of the public.
- Significant, continued performance issues/deficiencies that would indicate that the individual would not satisfactorily perform the duties of his or her future employment with the City.
- Destruction or serious misuse of public/City/department property.

On August 2, 2023, a vehicle log and GPS report confirmed that the Appellant drove his assigned City vehicle in excess of over eighty (80) MPH on San Francisco city streets. The Appellant's actions constitute a serious violation of both City and Departmental vehicle policy. The

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<sup>1</sup> Civil Service Commission Policy and Guideline on Restrictions on Future Employment – Adopted April 21, 2014, Memorandum No. 2014-10.



Appellant's conduct also presented a danger to the health and safety of the Appellant himself, his coworkers, and members of the public.

On August 17, 2023, while driving his city-assigned vehicle, vehicle #431-452, the Appellant engaged in a verbal altercation with a member of the public who made a comment about his driving. The Appellant responded with an alleged profane comment of his own, prompting the public member to file a complaint against the Appellant with the Department. While there is no record of what exactly was said, the subsequent investigation did determine that the Appellant failed to keep their composure in the field, and instead escalated the situation by responding to the member of the public. Subsequently, the Appellant received verbal counseling (**Exhibit B**) for violating the policy regarding the treatment of members of the public.

On August 23, 2023, the Appellant stopped at two (2) service request locations for over an hour each when it should have taken fifteen (15) to attend to the service request. During the same shift, the Appellant stopped at another location for thirty (30) minutes with no associated service request in the area. In addition, On October 30, 2023, the Appellant spent over five (5) hours of his shift parked at 623 Missouri and 260 King Street without any related service orders or a business reason to do so.

On August 28, 2023, the Department found that the Appellant did not complete many of his assignments during his shift. A review of the GPS data indicated that the Appellant remained at the operations yard for more than one hour before commencing fieldwork, whereas the standard practice is 30 minutes. Additionally, the GPS data showed that the Appellant spent over an hour parked at an unauthorized location, neglecting assigned duties. Furthermore, the Appellant failed to adhere to the bureau's protocols by not communicating meal breaks via radio and neglecting to complete both the daily field report and the driver's inspection report. The Appellant violated Misuse of City Time and Resources, Inattention to Duty, and the Department and the City's vehicle use policy.

On Wednesday, September 6, 2023, the Appellant received a notice of written counseling (**Exhibit C**) and reminder for (1) Misuse of City Resources; (2) Violation of the Department's Policy and Procedures; (3) Violation of the City's Vehicle Policy, Citywide Vehicle Use Policy, and the Department's Vehicle Use Policy; and (4) Inattention to Duty for the events on August 23, 2023, and August 28, 2023.

On Tuesday, September 12, 2023, the Appellant received a written reprimand (**Exhibit D**) from BSES for (1) violation of Citywide Vehicle Use Policy and (2) violation of City Vehicle Use, Policies and Procedures and was directed to obey all California State traffic laws and regulations.

An investigation (**Exhibit E**) was conducted by the Department and concluded the following:

On November 12, 2023:

- (1) The Appellant ran a red light in his assigned City vehicle violating the Citywide and Department vehicle use policy.

- (2) The Appellant was found to not have performed any substantive work or completed any service orders assigned to him, which constitutes inattention to duty.
- (3) The Appellant drove the wrong way in the Operations Yard, while not wearing a safety vest or seatbelt as is required, violating the Department's vehicle use policy.
- (4) The Appellant was found parked illegally across a member of the public's driveway in violation of Department policy.
- (5) The Appellant was found unconscious in his truck, with the vehicle's gear in reverse but not engaged, and the parking brake engaged, in violation of misuse of city resources, inattention to duty, and Citywide and Department vehicle use policy.

The Appellant acknowledged his failure to accomplish significant work, attributing it to overwhelming grief following the passing of his mother. While it is understandable that one would be devastated by the loss of a parent, it's imperative to emphasize that this does not absolve the Appellant from his responsibility to fulfill his work obligations and complete tasks during paid hours.

The Appellant violated misuse of city resources and misappropriation of department funds by not performing assigned work on compensated time.

### **Discussion and Analysis**

Despite the Department's efforts to address the Appellant's behavior through counseling and corrective reprimands, there was no improvement in the Appellant's work performance and conduct. This lack of progress was evident in continued performance issues and deficiencies demonstrated by the numerous violations on November 12, 2023. These ongoing problems indicate that the Appellant would not be able to satisfactorily fulfill the duties of future employment with the City. The Department's investigations, supported by documented incidents, written counseling, written reprimand, and an investigative report, highlight a consistent pattern of negligence and irresponsibility. The Department acknowledges the transformative potential of employment with the City, the seriousness of imposing future employment restrictions, and that the Appellant was grieving the loss of his mother. The Department must review and analyze the totality of the case including the potential safety risks from the Appellant's future employment.

### **Conclusion and Recommendation**

The Appellant's actions not only disrupt operational efficiency but also pose significant safety risks to the Appellant himself, his colleagues, and members of the public. Given the severity of these infractions and the Appellant's lack of substantial improvement, the Department recommends that the one-year employment restriction imposed on the Appellant within the City and County of San Francisco be upheld.

### **Exhibits**

Exhibit A: Notice of Future Employment Restrictions

CSC No. 0251-23-7

Alvin Bowie

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Exhibit B: Verbal Counseling

Exhibit C: Written Counseling

Exhibit D: Written Reprimand

Exhibit E: SFPW Investigation Summary

# **Exhibit A**

NOTICE OF FUTURE EMPLOYMENT RESTRICTIONS



## NOTICE OF FUTURE EMPLOYMENT RESTRICTIONS

Alvin K. Bowie Jr.  
 Employee Name  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

11/29/2023  
 Mailing Date  
 Public Works/BSES  
 Department/Division  
 TPV  
 Type of Appointment

This notice is to inform you that a future employment restriction is being imposed along with your separation action, or with the action of automatic resignation, reported to the Department of Human Resources separating you from your position in Class 7514 Title General Laborer, effective 11/30/2023, for the reasons outlined in the attached document(s).

The items checked below are the restrictions made by the department on your future employability for positions covered by the San Francisco civil service system:

<input type="checkbox"/> No Restrictions on Employment  <input type="checkbox"/> Permanent Restriction  <input checked="" type="checkbox"/> Conditional Restriction	<input checked="" type="checkbox"/> Citywide <input type="checkbox"/> Department(s): _____  <input type="checkbox"/> DOT/SAPP <input type="checkbox"/> Job Code(s): _____  <input type="checkbox"/> Cancel Current Examination & Eligibility Status
---	---

*Conditional restrictions may be lifted by proving you have satisfactorily met the following requirements:*

Requirement Type	Description:	Level of Measurement:	Measurement Value:
CER: Certification			
EXP: Work Experience	Demonstrable Satisfactory Work Experience	1 year	
LIC: Licensure			
SAP: Substance Abuse Program			
Other:			

*In addition to the noted conditional restrictions, you are also restricted from specific attributes of a job class and/or department until you satisfactorily prove you meet the requirements to lift the restriction(s) as noted below:*

Future Employment Restrictions	Description:	Level of Measurement:	Measurement Value:
001: Vehicle/Heavy Machinery			
002: Vulnerable Populations			
003: Face to Face Contact w/Public			
004: Contact w/Animals			
005: Signing/Approving City Docs			
006: Financial Instruments			
007: Confidential/Privileged Information			
008: IT Infrastructure			
009: Means of Entry to Living Spaces			
010: Pharmaceutical/Drug Inventory			
011: CDC Defined Toxins			
012: Weapons/Explosives			
013: City Property Valued > \$100			

You may request a hearing before the Civil Service Commission on your future employability with the City and County of San Francisco. The Civil Service Commission has the authority to remove restrictions or impose additional restrictions on your future employability. You may request a hearing for review of any restrictions on your future employability with the Civil Service Commission within 20 calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 by 12/20/2023. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing or file an appeal, the Human Resources Director will take final administrative action to confirm the restriction(s) in effect on the date of separation (Note: Future Employment Restriction(s) effective immediately).

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time by which judicial review must be sought is set forth in CCP Section 1094.6. (SEE BELOW)

<b>List #:</b> _____	<b>Rank #:</b> _____	<input type="checkbox"/> Pending	<input checked="" type="checkbox"/> Final	<b>Status of Action</b>
<b>DSW:</b> <u>210242</u>				
<b>Emp Organization:</b> _____				
<b>METHOD OF SERVICE:</b>		<b>SIGNATURE</b>		
<input checked="" type="checkbox"/> Hand Delivered		Carla Short		
<input type="checkbox"/> Certified Mail		<b>NAME</b>		
		Director of Public Works		
		<b>TITLE</b>		

**INFORMATION FOR FORMER EMPLOYEE FOLLOWING SEPARATION**

1. This document serves as an official notice of future employment restrictions imposed with the Notice of Automatic Resignation from Employment to the former employee or with a Separation Action that is subject to the provisions of a collective bargaining agreement, to the Civil Service Commission, and the Department of Human Resources.
2. A separated employee may request a hearing before the Civil Service Commission only for review of any restrictions on their future employability with the City and County of San Francisco.
3. Such appeals or requests for hearing must be in writing and received from the employee or the employee’s representative by the date specified on this notice, or within twenty (20) calendar days from the mailing date of this notice, or the effective date of the separation, whichever is later. The request must be submitted to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.
4. An employee who requests a hearing within the time limits is entitled to:
  - a. Representation by an attorney or authorized representative of the employee's own choice.
  - b. Notification of date, time, and place of hearing at a reasonable time in advance.
  - c. Inspection by the employee’s attorney or authorized representative of those records and materials on file with the Civil Service Commission which relate to the restrictions on future employability.
5. Any interested party may request that the hearing be continued or postponed.
6. The decision of the Civil Service Commission is final and not subject to reconsideration.
7. In the absence of a timely request for a hearing as provided above, no later request for a hearing will be considered.

## DEPARTMENT INSTRUCTIONS FOR COMPLETING FORM DHR 1-13E

- Refer to related provisions of appropriate collective bargaining agreements
- Refer to CSC Rule 122, Article VI: Absence From Duty Without Leave (Misc)
- Refer to CSC Rule 222, Article IV: Absence From Duty Without Leave (UPPD)
- Refer to CSC Rule 322, Article VI: Absence From Duty Without Leave (UPFD)

### Use this form when:

The appointing officer or Human Resources Director has taken action of automatic resignation on an employee on the basis of abandonment of position, regardless of employment status; and/or the separation action is subject to the provisions of the collective bargaining agreement.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Mailing Date, Department/Division, Type of Appointment, Type of Separation.

In the first paragraph of the notice, enter the Class Number, Title and effective date of the separation.

If there are no restrictions imposed with the separation, the box *“no restrictions on future employability,”* must be checked to indicate this action, and attach applicable documents, e.g., a settlement agreement.

Indicate the restrictions on future employability by checking the appropriate boxes. If the restrictions are conditional, you must complete the section on the requirements needed to lift the restrictions, including the level of measurement (entry, journey, etc.) and values (length of time in months, years, etc.) of the requirements.

If Future Employment Restrictions are included, complete that section including details on the requirements needed to lift the restrictions. Attach a copy of all separation-related letters and supporting documentation. Documentation must provide justification and the rationale for the imposed restrictions.

The separated employee may request a hearing for review of any restrictions on future employability. Indicate the date by which the appeal must be filed in the space provided. Consistent with the separation action, count twenty (20), or thirty (30), calendar days from the mailing date of the notice or the effective date of release, whichever is applicable. When counting the days, count the day after the mailing date as the first day.

Complete the information on the bottom section of the form: Rank, List#, DSW#, and Employee Organization. Check the method of service used and tracking # if applicable.

Indicate status of action:

- Select “Pending” if Notice of Future Employment Restrictions is subject to the provisions of a collective bargaining agreement
- Select “Final” if the status is not subject to the provisions of a collective bargaining agreement, or to update a previously reported “Pending” action.

Type in the name and title of the appointing officer. The appointing officer must sign the form.

Send the *original* Notice of Future Employment Restrictions along with the *original* Notice of Automatic Resignation from Employment (DHR 1-48a) to the employee. Make two sets of copies of the notices; send one set of *copy* to DHR - Client Services along with the *original* Separation Report (DHR Form 1-67); and retain the other set of *copy* in the Official Employee Personnel Folder.

Reminder: Imposed restrictions on future employability are effective immediately, and must be reported to DHR – Client Services concurrent with the departmental notice to separate the employee. This will enable timely and appropriate updates to DHR systems and other dependent programs, such as exams, adoptions of eligible lists, citywide recruitments, and certifications/referrals.

# **Exhibit B**

VERBAL COUNSELING



**Service Request**

**DPW**

Request ID No: 2817749

Status: Open

Bureau of Street Environmental Services

8/18/2023 12:33:37 PM

Email: 28clean@sfgov.org  
Telephone: 28Clean (282-5326)  
Fax: 415-695-2019

Friday

Department of Public Works Neighborhood Service Center received the following information. Please fill in the appropriate assignment and action that was taken to complete this request and forward it back to DPW's Customer Service Center by Email, fax or contacting our Customer Service personnel at 28Clean, using the above numbers, within one(1) week.

Source: 311 Supervisor Entered By: Eric Guajardo Priority:

Location: Oakdale Ave at 03rd St

Caller: [REDACTED]

Callback Needs:

Second Calls:

Zone or Shift: E McDaniels, Chris; Bruce, Kenny; Dilworth, Darryl; Zone: E

Category: Complaints In Mayor's Corridor

Request: Brief message: veh #431 452 The gentleman driving was a young african american male. He was pulled over on Oakdale and made a right onto third. his left blinker was still on but he didnt turn it off. I told him he should learn how to drive correctly and he said to me, you need to stop smoking crack and shut the fuck up. I'm a former city worker. He's out of line saying that as a city worker. He looked like he might be on drugs and needed better hygiene.

Sincerely,

Jennifer Michael  
San Francisco 311 Customer Service Center City Services Simplified

. Who (truck #, discription of employee), where, what, when?.

**Assignment Information**

Work Assign To/Inspctd by: \_\_\_\_\_

Truck No: \_\_\_\_\_ Assigned date: \_\_\_\_\_ at this time: \_\_\_\_\_

Callback Assigned To: \_\_\_\_\_

Called Customer Back:  Date Called Back: \_\_\_\_\_

Transfer to:

Instructions: Email complaint to Supervisor II, -D iJada Durden, Christopher McDaniels, Kenny Bruce, Jonathan Vaing, Mark Roumbanis For complaints of employee alleged wrong doing (confrontation w/the public, sleeping, bad driving) call a Manager or Sup II for an immediate response. .

**Action Taken**

Work Status: Open

Resolution:

*\* 7514, Alvin Bowie Jr. was verbal counseled by Supervisors, Steven Duong Abe Leonardo and Chris Banks on 8/23/23 for altercation with the public on 8/17/23.*

Completed By: \_\_\_\_\_

Completed on this date: \_\_\_\_\_ at this time: \_\_\_\_\_



**Audit Key Transactions Report**  
Morse Watchmans Inc.

Site: SES  
 Transaction Time Zone: (UTC-08:00) Pacific Time (US & Canada)  
 Transaction Date\Time: 8/17/2023 12:00:00 AM - 8/21/2023 11:59:59 PM  
 Daily Time Filter: 12:00:00 AM - 11:59:59 PM  
 Transaction DOW: SUN, MON, TUE, WED, THU, FRI, SAT  
 User(s): All  
 Key(s): 88

Report Date\Time: 8/21/2023 7:35:02 AM  
 Local Time Zone: (UTC-08:00) Pacific Time (US & Canada)  
 Created By: ncook

Keys Out

Keys In

Key No: 88		Key Name: 431452								
Date\Time Out	Out Code	By User	Key Access Dept	KWT	Date\Time In	In Code	By User	Key Access Dept	KWT	Time In Use (HH:MM)
8/17/2023 1:35:42 PM		Bowie Jr., Alvin		KW-SES1	8/17/2023 4:42:10 AM				KW-SES1	
8/19/2023 11:45:55 AM		Leonardo, Abelardo		KW-SES1	8/17/2023 9:46:05 PM		Bowie Jr., Alvin		KW-SES1	0008:10
8/19/2023 1:39:18 PM		Bowie Jr., Alvin		KW-SES1	8/19/2023 12:56:00 PM		Leonardo, Abelardo		KW-SES1	0001:10
8/20/2023 1:51:32 PM		Bowie Jr., Alvin		KW-SES1	8/19/2023 9:52:59 PM		Bowie Jr., Alvin		KW-SES1	0008:13
					8/20/2023 10:04:14 PM		Bowie Jr., Alvin		KW-SES1	0008:12
							Total Time in Use:			0025:45

Total Records: 6  
 Pages: 1  
 REPORT END



INCIDENT REPORT

DATE & TIME OF INCIDENT: Thursday 17, 2023 Appx 4:30-5:00

LOCATION: Bayview zone E

STREET 3rd and Oakdale Ave

EMPLOYEE (S) INVOLVED: Alvin Bowie

WHAT HAPPENED: I was approaching a red light and the driver cut me off so when we were at the red light she said your mother fucking ass need to learn how to drive if I replied you should just say NO to drugs she replied fuck you your mom need to say NO to crack I did not reply after her statement and continued driving toward my next assignment

WAS SFPD CALLED?  NO POLICE REPORT # \_\_\_\_\_

OFFICER: \_\_\_\_\_ STAR #: \_\_\_\_\_

REMARKS: \_\_\_\_\_

Report prepared by: Alvin Bowie Class Number # 7514

Supervisor's Signature: Chris Banks Date: 8-23-23

## Duong, Steven (DPW)

---

**From:** Duong, Steven (DPW)  
**Sent:** Wednesday, August 23, 2023 4:49 PM  
**To:** Bruce, Kenny (DPW)  
**Cc:** Leonardo, Abelardo (DPW); Banks, Chris (DPW); Herrera, George (DPW)  
**Subject:** FW: Complaint Oakdale and Third St  
**Attachments:** Alvin Bowie Incident Report 23-08-2023.pdf

Hi Kenny,

We spoke with Swing Shift staff, 7514, Alvin Bowie Jr. today regarding this complaint since he was assigned to Truck 431-452 and fit the description provided by the citizen and he was also working in the area that the citizen stated when the incident happened. Mr. Bowie Jr. did recalled an incident had happened on Thursday, 8/17/23 around the noon time with citizen, [REDACTED] (see attachment for Mr. Bowie Jr.'s statement). Now we got both sides of their statement regarding this complaint, please advise the next step regarding this complaint. Please be advised that we (me, Abe, and Chris Banks) already verbal counseled/Reminded Mr. Bowie Jr. of our department's Policy regarding the treatment of Co-workers and members of the Public (Our policy requires employees to treat co-worker and members of the public with courtesy and respect at all time). Please advise and thank you for your time regarding this matter.

Regards, Steve

-----Original Message-----

**From:** Banks, Chris (DPW) <Chris.Banks@sfdpw.org>  
**Sent:** Tuesday, August 22, 2023 5:46 PM  
**To:** Duong, Steven (DPW) <Steven.Duong@sfdpw.org>; Bruce, Kenny (DPW) <Kenny.Bruce@sfdpw.org>  
**Cc:** Leonardo, Abelardo (DPW) <Abelardo.leonardo@sfdpw.org>; Herrera, George (DPW) <george.herrera@sfdpw.org>  
**Subject:** RE: Complaint Oakdale and Third St

Hey Steve/ Kenny, I called the citizen [REDACTED] regarding her complaint. When I asked what day and time this happened on she said "I think it was Saturday, or one of the past few days in the afternoon" when I asked about what time she said "it was well after 12 noon". I asked if she had a description and her reply was "he was a dark skinned little brotha that had something on his head and looked like he was on drugs" she also stated a few times "he was driving truck 452" and that this incident happened on Oakdale St. x 3rd St. [REDACTED] is very upset about the remarks this person said to her. I assured her at DPW we do not condone or tolerate this behavior. She stated that she is a retired city employee from Rec & Park and worked together with DPW on many projects/jobs and said she was going to show up to the yard to file the complaint, I informed her that we are investigating this incident so we can identify the person. [REDACTED] stated "after you find out call me back and let me know what happened." If you guys need any further information let me know.

Thanks -Chris

# **Exhibit C**

WRITTEN COUNSELING

**SAN FRANCISCO PUBLIC WORKS**  
**NOTICE OF WRITTEN COUNSELING/REMINDER SESSION**

On Wednesday 9-6-2023, Alvin Bowie Jr., 7514, of  
(Day and Date) (Employee's Name) (Class)

Bureau of Street and Environmental Services, was counseled in a private conference by  
(Bureau)

Steven Duong, Chris Banks  
[Supervisor's Name(s)]

**Description of Incident(s):**

- (Theft of time and inattention to duties) 8-23-23. Two occasions at a confirmed SR location for over 1 hour. He drove 42 minutes from 2323 Cesar Chavez to 1440 Valencia which only take average of 10-15 minutes. Stopped at a location for about 57 minutes (30 minutes lunch but was there for 57 minutes). Stopped at a location for 30 minutes but no SR for the location.
- (Inattention to duties, theft of time, vehicle policy violation, and failed to communicate with control for breaks and lunch) 8-28-23. Alvin didn't do much work during his shift. Alvin Bowie Jr. was parked at a location for a long period of time (over an hour) when he has no reason to be at the location. Alvin Bowie Jr. took too long (about an hour) to leave the Ops yard out to the field at the beginning of shift. Alvin Bowie Jr. Alvin Bowie Jr. was witnessed parked his assigned truck, 431-452 in a private lot. Alvin Bowie Jr. did not 10-7 and 10-8 with Control for his breaks and lunch. Alvin Bowie Jr. did not complete the daily field report and driver's inspection report.

**Previous corrective action:**

- Altercation with a member from the Public on Thursday, 8/17/23. He was verbal counseled/Reminded Mr. Bowie Jr. of our department's Policy regarding the treatment of Co-workers and members of the Public (Our policy always requires employees to treat co-worker and members of the public with courtesy and respect).

**Directive:**

**Mr. Alvin Bowie Jr. needs to be out in the field no more than 30 minutes from start of his shift unless he is authorized or approved to do so. He should complete the service requests assigned to him in a timely manner (no more than 20 minutes per request). Mr. Bowie Jr. should not drive and or parked his assigned city vehicle in a private lot/property. Mr. Bowie Jr. needs to prepare daily field report and truck inspection report daily and turn it in at end of the shift. Mr. Bowie Jr. must 10-7 and 10-8 with control for his breaks and lunch. Mr. Bowie Jr. should not conduct personal businesses while on city time except for his breaks and lunch time.**

**It is the Department's expectation that the problem described above will now be resolved, and that there will be no further need for counseling or documentation. However, if in the future other performance or conduct occurs that requires disciplinary action, it may be dealt with more severely.**

Mark Brown  
(Employee's signature) \*

Chad Bank  
[Supervisor(s) Signature]

James D. Brown  
[Next Level Supervisor's Signature]

\*The employee's signature does not necessarily mean that the employee agrees with the content of this session, but that the employee acknowledges receipt of this form.

# **Exhibit D**

WRITTEN REPRIMAND



**SAN FRANCISCO PUBLIC WORKS**  
**REPRIMAND**

It is hereby documented that on September 12, 2023  
(Date)

Alvin Bowie Jr. 7514  
(Employee's Name) (Class)

M  
of the Bureau of Street and Environmental Services  
(Bureau)

was officially reprimanded in a private conference by Steven Duong  
(Supervisor)  
[Signature]  
(Supervisor)

**This reprimand becomes part of the employee's official personnel file and is based on the following incident(s):**

On Tuesday, September 5, 2023, Swing Shift Ops received an email from DPW/BSES Assistant Superintendent, Mr. Kenny Bruce to investigate a report came in for an employee with speeding incidents over 80 MPH. The report stated that on August 2, 2023, at 8:02pm, city truck 431-452 was speeding over 80 MPH at Cortland and Hilton Street and at 6415 San Bruno Ave. Per our investigation, we found that per the Swing Shift daily sign in sheet and the daily field report, the assigned employee who was assigned to 431-452 was Mr. Alvin Bowie Jr. Per the GPS report, it did indicate 431-452 was speeding over 80MPH at the stated time on 8/2/2023.

**Previous corrective action:**

- Altercation with a member from the Public on Thursday, 8/17/23. He was verbal counseled/Reminded Mr. Bowie Jr. of our department's Policy regarding the treatment of Co-workers and members of the Public (Our policy always requires employees to treat co-worker and members of the public with courtesy and respect).
- (Theft of time and inattention to duties) 8-23-23. Two occasions at a confirmed SR location for over 1 hour. He drove 42 minutes from 2323 Cesar Chavez to 1440 Valencia which only take average of 10-15 minutes. Stopped at a location for about 57 minutes (30 minutes lunch but was there for 57 minutes). Stopped at a location for 30 minutes but no SR for the location. Mr. Bowie Jr. was served with a written counseling on 9/6/2023 (see details below)
- (Inattention to duties, theft of time, vehicle policy violation, and failed to communicate with control for breaks and lunch) 8-28-23. Alvin didn't do much work during his shift. Alvin Bowie Jr. was parked at a location for a long period of time (over an hour) when he has no reason to be at the location. Alvin Bowie Jr. took too long (about an hour) to leave the Ops yard out to the field at the beginning of shift. Alvin Bowie Jr. Alvin Bowie Jr. was witnessed parked his assigned truck, 431-452 in a private lot. Alvin Bowie Jr. did not 10-7 and 10-8 with Control for his breaks and lunch. Alvin Bowie jr. did not complete the daily field report and driver's inspection report. Mr. Bowie Jr. was served with a written counseling on 9/6/2023 (see details below).
- Mr. Alvin Bowie Jr. needs to be out in the field no more than 30 minutes from start of his shift unless he is authorized or approved to do so. He should complete the service requests assigned to him in a timely manner (no more than 20 minutes per request). Mr. Bowie Jr. should not drive and or parked his assigned city vehicle in a private lot/property. Mr. Bowie Jr. needs to prepare daily field report and truck inspection report daily and turn it in at end of the shift. Mr. Bowie Jr. must 10-7 and 10-8 with control for his breaks and lunch. Mr. Bowie Jr. should not conduct personal businesses while on city time except for his breaks and lunch time.

Citywide Vehicle Use Policy (February 2021)

19. The City reserves the right to install GPS systems in order to complement the City's Asset Management Program. GPS data may be used during the course of vehicular incident or personnel disciplinary investigations.

Operating privileges shall be revoked if:

1. Driver does not adhere to responsibilities listed above.
2. The driver's license is revoked, suspended, withdrawn or denied.
3. Driver refuses to undergo drug or alcohol testing in accordance with organizational policies or as required by applicable state or local jurisdiction.
4. Operating outside the limitations of a restricted license.

I, Alvin Bowie Jr, have read and understand the Business Use Policy established by [Department], I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature: Alvin Bowie Jr Date: 9/12/2023

Supervisor Signature: [Signature] Date: 9/12/2023



# OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

## CITYWIDE VEHICLE USE POLICY

### Mission Statement

This Citywide Vehicle Use Policy (VUP) sets forth practices for the safe operation of motor vehicles owned or operated by all City departments, excluding sworn (uniformed) staff of SFPD, SFSD and SFFD. Some departments may have responsibilities that require the operation of vehicles in areas off public roads; therefore specific addenda will be added by each department on an as-needed basis in order to address unique operational needs. However, this standardized policy will be incorporated into each department's standard operating procedures.

The VUP will serve as a baseline for departments' vehicular operations policies and as an enhancement to the existing Driver's Guide, updated in January 2020. As such, the VUP will focus on the operation of licensed motor vehicles primarily operated on public roads.

### Policy

The City's VUP outlines the City's commitment to maintaining a safe vehicle fleet, and concern for the safety of people, the protection of property, and minimizing impacts upon the environment by City vehicle operations. VUP focuses on the safe operation of licensed motor vehicles primarily operated on public roads.

The following City VUP, to be administered under the auspices of the Office of the City Administrator, will be implemented by departments through the adoption of a Motor Vehicle Incident Prevention Program, the recommended minimum requirements of which are stated in Appendix A.

Nothing in this citywide VUP shall be interpreted or applied to interfere with, restrict or supersede departmental vehicle use policies or a Memorandum of Understanding ("MOU").

### Definitions

Specific definitions for relevant terms shall be clearly defined and communicated to all staff authorized to drive a vehicle. Appendix A includes typical terms and standard definitions that shall be included within each department's Motor Vehicle Incident Prevention Program ("Program").

### Management, Leadership and Administration

Each department's senior management is responsible for demonstrating a commitment to safe vehicle use by allocating sufficient resources to manage its Program. The Program should be an integral component of each department's overall written safety program and managed by a designated staff person. The policy shall include language stating the department's commitment to maintain a safe vehicle fleet, and management's concern for the

safety of people, the protection of property, and minimizing impacts upon the environment by City vehicle operations. It is also the responsibility of each department's Program to ensure that all elements of the Program be adhered to by staff as well as adherence to local, state and federal laws and regulations as they relate to vehicle operations.

### **Written Plan**

Each department must adopt Appendix A: Minimum Requirements of a Written Plan as their Motor Vehicle Incident Prevention Program. Depending on the operational and/or business needs, departments may add to this Program to make it more strict, specific, or stringent, but may not make changes that lessen the effect of the Program. At a minimum, the Program shall detail a system of responsibility and accountability related to vehicular use which shall be established throughout the organization. The written plan shall document all elements of the Program including the assignment of drivers, performance management, training, incident investigation, discipline (where appropriate), and cost associated with the Program. If requested, this data should be made available in a format that is standard across all departments.

This is further mandated by the passage of Ordinance 225-20 in October 2020, which amends the Administrative Code to require each department with jurisdiction over City vehicles to develop correction plans to implement the principles of the City's Vision Zero strategy, including to reduce speeding, idling, and/or collisions involving City vehicles. Based on telematics data on important safety-related metrics, the City Administrator may require a department to report on the implementation of the correction plan within two (2) months. Within six (6) months of submitting correction plans to the City Administrator, the departments must report to the City Administrator on the efficacy in the implementation of their correction plans.

### **DMV Review – FOR INFORMATIONAL PURPOSES**

Departments shall participate in the California Department of Motor Vehicles [Employer Pull Notice \(EPN\) Program](#) and enlist all new employees whose job description requires possession of a valid California driver's license with no restrictions. The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. Departments shall also require that all drivers be obligated to report any change in their DMV license status within twenty-four (24) hours or by the next business day upon such notification.

### **Training**

Each department will provide drivers' training curriculum for all employees required to drive as a condition of their employment. The minimum curriculum is defined in Appendix B. Drivers shall receive training biannually to refresh their knowledge and be informed of new rules, regulations, and best practices, or on an as-needed basis based upon a driver's involvement in an incident. All training records shall be maintained by departments.

### **Communication**

At a minimum:

## Citywide Vehicle Use Policy (February 2021)

- Departments shall communicate the requirement that employees sign the Business Use Declaration of the Program (Appendix C).
- Departments shall communicate training opportunities to employees.

### **Minimize Vehicular and Fuel Use**

The City's "Transit First Policy" provides opportunities for employees to use public transit, providing technology for video conferencing, encouraging employees to carpool, and use bicycles whenever practical.

Departments shall work closely with Central Shops when ordering vehicles in order to specify vehicles that will perform efficiently, minimize greenhouse gas emissions, and meet the organizational needs of the department. Requests for specially equipped vehicles shall be reviewed by Central Shops in the context of the department's ability to safely use the vehicles and whether the department has trained staff to use the vehicle.

Consistent with the City's environmental goals and to reduce operating costs, City employees are not allowed to idle an engine for more than five (5) consecutive minutes. For passenger vehicles in general, if an employee is likely to idle one minute or longer, he/she should turn the engine off and restart when he/she is ready to move the vehicle. Diesel vehicles, per California law, must not idle for longer than five (5) minutes. Central Shops can assist departments with exemptions as needed.

For City Hall and nearby departments, and as more vehicle pools become available, departments should utilize City vehicle pools rather than assigning vehicles to individuals. As an example, the City Hall vehicle pool is available for daily use. Central Shops can assist departments with vehicle pools and how to best minimize vehicle usage.

### **Business Use Policy**

Vehicles owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County, shall be used only in the discharge and transaction of City business. (See Appendix D Administrative Code Section 4.11.) Volunteers and contractors are not authorized to use City vehicles. However, after approval by the Department Head or designee, volunteers and contractors deemed to be essential to municipal functions may be allowed as passengers in City vehicles.

Toll citations, parking violation fees, traffic fines, and other citations associated with vehicle use shall be the sole responsibility of the vehicle operator. Each department shall hold accountable employees who accrue tolls, citations, and fines associated with their use of a vehicle unless otherwise specified in a MOU. Employees may seek toll and parking reimbursements in accordance with departmental policies and applicable Controller's Office Travel Reimbursement Guideline.

City vehicles are a resource whose use is limited by law. There is zero tolerance for vandalism of a City vehicle, including but not limited to graffiti, hate crime and defacement committed against City property without permission.

### **Incident Analysis and Reporting**

A standardized incident response for drivers involved in an incident is described in Appendix A and shall be utilized by all departments.

Departments should analyze vehicle incident rates on at least an annual basis. Data from this analysis should be maintained for a period of five (5) years from the date of the incident.

**Recognition Program for Employee Safe Driving**

Each department should recognize employees who have adhered to the department's Program and who have not been involved in a preventable incident for the past fiscal year. These employees should be recognized in a fair and uniform manner from amongst their peers. Volunteers amongst this select group of exemplary vehicle operators should be utilized to assist drivers within the department who have not been able to achieve this status. Volunteers shall not be a replacement for formal defensive driver's training programs.

**Appendix A**  
**Minimum Requirements of a Motor Vehicle Incident Prevention Program**  
**Template**

**CITY AND COUNTY OF SAN FRANCISCO**  
**[DEPARTMENT]**

**MOTOR VEHICLE INCIDENT PREVENTION PROGRAM**

**1.0 POLICY**

In order to promote safe driving and to reduce motor vehicle incidents, the [Department] establishes a Motor Vehicle Incident Prevention Program. The Program must include a written plan, definitions, DMV license review, vehicle operator training, communication, incident reporting, recordkeeping, and recognition for safe driving. This Program applies to employees driving [Department] vehicles on City business and it is expected that all employees either operating a City vehicle or who supervise an employee operating a City vehicle shall adhere to this Program.

**1.1 DEFINITIONS**

**Aggressive Driving.** Driving in a selfish, bold or pushy manner, without regard for the rights or safety of other users of the roadway.

**Collision.** An incident in which the first harmful event involves a motor vehicle in motion coming in contact with another vehicle, other property, person(s) or animal(s).

**Crash.** An incident involving one or more motor vehicles in motion.

**Defensive Driving.** Driving safely, in spite of the conditions around you and the actions of others.

**Department Vehicle.** Any vehicle owned, leased, or rented on behalf of the Department.

**Distracted Driving.** Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation, or the use of mobile electronic devices.

**Employee.** An individual in the employ of the City and County of San Francisco, with any type of Civil Service status.

**Central Shops.** Currently located at 555 Selby St. and is responsible for the maintenance of the majority of CCSF's passenger vehicle and truck fleet. They can be reached at (628) 652-5600, or [fleet.management@sfgov.org](mailto:fleet.management@sfgov.org).

**Incident.** An undesired event that did or is claimed to have resulted in personal harm or property damage, or in any undesirable loss of resources, including moving violations.

**Incident Rate.** The number of incidents per some unit of measurement or the purpose of assessing safety performance over time or comparing performance with other organizations.

**Injury.** Physical harm or damage to a person resulting in the marring of appearance, personal discomfort and/or bodily harm, impairment or death.

**Motor Vehicle.** Any licensed mechanically or electrically powered device (except one designed solely to move by human power), not operated on rails, designed to be operated primarily on public streets and roads, Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.

**Passenger.** A person, other than the driver of the vehicle, who is in or on a motor vehicle.

**Preventable Collision.** One in which the driver failed to do everything that reasonably could have been done to avoid the collision.

**Regular.** An employee who is required to drive at least once during their regular daily shift in order to complete their assignment.

**Remedial Training.** Training required following an incident to upgrade and renew skills and demonstrate proficiency.

**Shall.** The word is intended to indicate a mandatory practice.

**Should.** The word is intended to indicate a recommended practice.

**Motor Vehicle Incident Prevention Program.** Each Department's written policy that defines how vehicles are safely used, trains employees on their safe use, documents and investigates incidents, and maintains data to further safe vehicle use.

## 2.0 RESPONSIBILITIES

It is the City's expectation that all employees adhere to the Program. Each Department shall establish clearly defined roles for enforcing these Standards. The following tasks should be assigned to specific staff including at a minimum a senior manager, human resources staff, safety staff, or Department fleet manager, front-line supervisors, and vehicle operators, as well as other appropriate staff in order to ensure the Program functions as intended.

- General:
  - Implement the [Department] Motor Vehicle Incident Prevention Program and Vehicle Use Policy
  - Review vehicle use by task to:
    - Maximize the use of alternative transportation in conformance with the City's Transit First Policy and carsharing resources
    - With the assistance of Central Shops determine suitability of vehicles for designated operations



- Training:
  - Provide for training of personnel under their jurisdiction, consistent with the organization and personnel needs
  - Budget expenditures for motor vehicle incident prevention including training (behind the wheel, etc.), classroom training, instructors, etc.
  - Coordinate and track scheduling of employees for Defensive Driving Training.
- Business Use Policy:
  - Have employees review and endorse the Business Use Declaration of the Program and forward the signed copy to the human resources unit
- Incident Prevention:
  - Participate in the CA DMV EPN Program for all new employees assigned to drive a vehicle
  - Review DMV records as needed and inform the employee's supervisor of any changes in an employee's driving status
  - Maintain a database of all authorized drivers' DMV status and incident history for the Department
- Incident Response:
  - Process and review Vehicle/Equipment Incident Reports to determine preventability
  - Investigate, determine cause of motor vehicle incidents, document findings, and implement actions to prevent future incidents
  - Carry out appropriate disciplinary action for violation of safe driving practices
- Incident Analysis and Reporting:
  - Prepare quarterly and annual statistical reports for Department management with recommendations for reducing preventable incidents
  - Include a review of the driver's safety record as a part of the annual performance evaluation

**2.10. Employees of [Department] are responsible for the following:**

- Maintaining a valid California driver's license and notifying their supervisors immediately if they receive any notification from the Department of Motor Vehicles (DMV) that affects their ability to drive a City vehicle.
- Reviewing and endorsing the Department's Business Use Declaration of the Program.
- Conducting a pre-operation vehicle inspection each time a vehicle is to be operated to ensure equipment operates safely. Report unsafe conditions immediately. Central Shops can provide an inspection check list for departments.
- Using a City vehicle on City business if one is provided.
- Informing supervisor(s) of motor vehicle incidents, including traffic violations and parking violations, before the end of work shifts.
- Reporting motor vehicle incidents by following the procedures in Section 4.0.
- Attending required trainings, including but not limited to Defensive Driving Training, as scheduled.
- Wearing a seat belt when riding in or operating a City vehicle.
- Knowing and obeying State motor vehicle laws and defensive driving rules.
- Prohibiting the transportation of any personal guest in a City vehicle, unless approved by the Department Head and if the guest is essential to municipal functions.

- Not transporting animals in a City vehicle, unless the animal is associated with City business and the vehicle is properly equipped to do so.
- Not using hand-held or hands-free phones or any other hand-held or hands-free mobile technology while driving on City business.
- Not smoking in City vehicles.
- Cooperating with incident investigators and complying with corrective actions, that could lead to progressive discipline for violation of safe driving practices.
- Paying any citations, tolls, and fees in a timely manner or be subject to potential disciplinary procedures.

### **3.0 TRAINING**

Employees, supervisors and managers who drive on City business, shall be included in a Defensive Driving Training Program. The training frequency is:

- Drivers
  1. Provide Defensive Driving training for new employees prior to assignment.
  2. Provide refresher Defensive Driving training and evaluation every two (2) years for regular drivers.
  3. Complete refresher training on safe practices annually.
- Drivers who have a motor vehicle incident while driving a City vehicle in the past three (3) months may repeat Defensive Driving training prior to being allowed further use of a vehicle for business use.

See Appendix B for the [Department] minimum training material and requirements.

### **4.0 INCIDENT REPORTING**

All employees must utilize the following procedures when involved in a vehicle incident:

- Call 911 immediately for an injury incident, indicate that you are a City employee, and follow the dispatcher's guidance.
- For a non-injury incident on a street or highway, call (415) 553-0123, indicate that you are a City employee and request that an officer come to the scene to make a collision report. After calling, employees should wait one (1) hour for an officer to arrive. All City vehicle incidents on a street or highway require a police report. If the police do not respond, go to the nearest police station and file a report to document the incident facts.
- For an incident off of a street or highway that involves property damage to another party, call (415) 553-0123, indicate that you are a City employee and request that an officer come to the scene to make a collision report. After calling, employees should wait one (1) hour for an officer to arrive. If the police do not respond, go to the nearest police station and file a report to document the incident facts.
- For an incident off of a street or highway that does not involve property damage to another party, comply with the Department's Vehicle/Equipment Incident Reporting Procedures, a police collision report is not required.
- For non-injury incidents that occur outside of the City and County of San Francisco, contact the local police agency, or Highway Patrol to file a report and document the incident facts.
- Notify your supervisor.

- If there is property damage or personal injury to the public, contact the On Call Investigator in the City Attorney's office at (415) 554-3900.
- Exchange information with other driver(s). Do not discuss fault, guilt, or liability.
- Be courteous and obtain the other driver's name, address, phone number, license plate number, driver's license number, insurance company, and policy number. Obtain the names, addresses and phone numbers of any witnesses. Provide the Notice of Self-Insurance card, or other form of proof of insurance. Per Government Code §990, the City and County of San Francisco is self-insured.
- Take pictures, if possible.
- If you need a tow truck, call the City's contracted towing company. For passenger vehicles or for trucks under 1-ton, call Golden Gate Tow at (415) 826-8866. For trucks of 1-ton or more, call Atlas Towing at (800) 300-5166.
- Complete a Department Vehicle/Equipment Incident Report prior to end of your work shift and make distribution according to your department's instructions. Send one copy of the report to: Office of the City Attorney, Claims Office – 7th Floor, 1390 Market Street (Fox Plaza), San Francisco, CA 94102.
- Substance Abuse Prevention Policy's Post Accident provision – check specific MOU governing test procedures and follow through.

If the City vehicle is damaged, obtain an estimate of repair from Central Shops, or from your department designated source within forty-eight (48) hours. Do not wait for an estimate before completing and sending the Vehicle/Equipment Incident Report.

## **5.0 License Suspensions and Revocations**

When official notification from the California Department of Motor Vehicles is received stating that an employee has a suspended or revoked license, the manager must:

1. Notify the employee of the information received from the EPN Program.
2. Request that employee rectify the situation by obtaining the California Department of Motor Vehicles Driver License/Identification Card Information Report that states their license is valid and provide original to their supervisor. The Report can be obtained at:

Department of Motor Vehicles  
1377 Fell Street  
San Francisco, CA 94115  
(415) 557-1170

3. Supervisor shall send a copy of the report to Department Personnel.

If employee is unable to rectify the situation, then the Department shall immediately remove the employee from driving duties, until driver status is restored. The Department may, depending on employee's work assignment, approve an employee's request for personal leave, compensatory time off, vacation, or temporary assignment to another job that does not require driving.

If the employee's driver's license is suspended or revoked, the employee will have ninety (90) days to rectify his or her driving status. During this time they will not be allowed to drive a City vehicle. It will be up to the Department Head or designee whether the employee will be allowed to continue to work during that period to perform their assignment. At the discretion of the Appointing Officer or designee, at the end of ninety (90) days, an employee who has not been able to correct licensure revocation or suspension may be released from employment for failure to meet the minimum requirements of his/her employment.

If the employee meets the DMV negligent driver criteria, he/she will not be eligible to drive on City business. A negligent driver is defined as one who has recorded four (4) traffic violation point counts within twelve (12) months, six (6) points within twenty-four (24) months, or eight (8) points within thirty-six (36) months.

#### **6.0 Recordkeeping**

Department staff assigned to implement the Program shall maintain motor vehicle incident reports for five (5) years and defensive driving training records for three (3) years.

#### **7.0 Recognition for Safe Driving**

Employees who routinely drive on City business will be recognized for their safe driving performance by their managers in a fair and uniform manner.

## Appendix B

### Vehicular Training Curriculum (Minimum Standards)

[Department]

#### Minimum Motor Vehicle Incident Prevention Program and Vehicle Use Policy Training Curriculum

The training program shall address requirements for new drivers (e.g., orientation), continuing education of existing drivers, and instances where remedial training shall be required. The training program should include both classroom and behind-the-wheel training.

Consideration should be given to the following topics:

- Defensive driving
- Substance abuse
- Distracted driving (e.g., cell phone use, mobile technology use)
- Aggressive driving (e.g., tailgating)
- Vehicle inspection
- Commodity specific training (e.g., hazardous materials, material handling, cargo securement)
- Safety regulations
- Security procedures
- Emergency equipment
- Post-incident procedures and incident reporting
- Vehicle inspection/maintenance
- The Department's Business Use Declaration of the Program
- Using a City vehicle on City business if one is provided
- Seat belt use
- State motor vehicle laws
- Personal guests and animals in City vehicles
- Prohibition of smoking in city vehicles
- Paying tolls, tickets, and citations

#### A. Substance Abuse/Drug-Free Workplace

Be aware that, with the exception of MTA, departments employing miscellaneous employees are covered by either the Citywide Substance Abuse Prevention Policy ("SAPP") (<http://sfdhr.org/index.aspx?page=52>) or MOU provisions that closely follow that policy (<http://sfdhr.org/index.aspx?page=54>). Additionally, there are specific classifications who are covered by the Department of Transportation ("DOT") drug testing procedures.

Under such policies, you may not manufacture, distribute, dispense, possess, use or be under the influence of alcohol or illegal drugs in workplace. This prohibition includes prescription drugs which may impair the operator/driver if used improperly (e.g., whether prescribed for the driver/user or not). As stated in such policies, violation of this policy may be grounds for discipline up to and including dismissal.

## Citywide Vehicle Use Policy (February 2021)

If you perform activities in your job that are funded by a federal grant, you must notify your Department Head of any drug convictions for violation of drug laws that took place in the workplace within five (5) days of any such conviction. Employees in certain safety-sensitive positions, or in positions where testing is required by federal law, may be required to submit to periodic drug tests. All employees may be required to submit to drug testing under certain circumstances consistent with federal, state, and local laws and applicable City policies (e.g., Substance Abuse Prevention Policy) and MOUs.

### B. Distracted Driving (Consistent with Driver's Guide and City Administrator's Memo dated 8/21/13, Re: Rules and Guidelines Regarding Use of City Vehicles)

1. Cell phone use is prohibited while operating a motor vehicle. (This includes wireless, hands-free devices.) Do not text while driving; do not use a laptop, tablet, GPS device, or any other mobile device while driving. It is recommended that you limit over-air communications whenever possible. It is recommended that you record a voicemail message for your phone specifically for when you are driving to let others know you will return their call as soon as it is safe to do so.
2. Smoking or eating while operating a vehicle shall be prohibited.
3. The use of head phones for audio entertainment shall be prohibited.
4. Unless authorized by management, non-employees are prohibited from riding within or on vehicles.
5. Unless authorized by management animals are prohibited from riding within or on vehicles.

### C. Aggressive Driving

Speeding, failure to observe traffic laws, tailgating, multiple lane changes, and excessive use of horn, verbal arguments with other drivers or pedestrians, and obscene gestures shall be prohibited while operating a vehicle

### D. Vehicle Inspection/Maintenance

#### 1. Fueling (extracts from Drivers Guide):

For emergency readiness, always keep your vehicle fuel tank at least  $\frac{1}{4}$  full or the minimum set by your department. Emergency and public safety vehicles should be at least  $\frac{3}{4}$  full at end of shift.

Unless authorized by your supervisor, use City-operated refueling stations for your City vehicle. City refueling stations shall be used solely for City vehicles. Each City vehicle has an individually assigned Fuel Key to access any of the City-operated automated self-serve refueling stations. To obtain a new or replacement Fuel Key, contact your departmental fleet coordinator or Central Shops.

Refueling instructions are posted at each station. The basic steps are:

1. Key in the mileage reading + "Enter" at the Sentry post.
2. Insert your refueling key to identify the vehicle.
3. Choose the pump you want to use, and key in the pump number + "Enter".

4. Then pump gas as at a regular service station.

Before drivers use a CNG (compressed natural gas) vehicle, they must attend a thirty (30) minute safety training course. Contact your departmental fleet coordinator or Central Shops to sign up for training.

1. At a City-operated CNG station, use the asset management key. No smoking or open flame shall be allowed within fifty (50) feet of the fueling area or at any time in the vehicle.
2. Shut the engine off.
3. Set the vehicle's hand or emergency brake.
4. Remove the protective cap on the vehicle refueling receptacle (if applicable).
5. Remove the fueling hose from the dispenser.
6. Inspect the fueling hose and connector prior to making a connection.
7. Make a connection and ensure the connector is locked in place.
8. Open the refueling valve.
9. Turn the dispenser on.
10. Turn the dispenser off after flow stops registering on it.
11. Shut off the refueling valve.
12. Place the fueling hose back on the dispenser.

## 2. Car Wash

Car washes are available to City vehicles, and require a numbered voucher issued by Central Shops. Standard washes include outside wash and dry, interior vacuum and windows. Follow your department's policy regarding car washes, and only wash when necessary.

## 3. Maintenance

A City vehicle receives scheduled preventive maintenance at regular intervals to ensure safe, cost effective operations and to comply with warranty requirements. A preventive maintenance notice is distributed each month in advance of the due date to departmental fleet coordinators and/or drivers. A "Next Service Due" decal is placed on the upper left hand corner of the windshield to assist you in maintaining the City vehicle. For service appointments, contact your departmental fleet coordinator or Central Shops.

You can request service at other times as needed. If you notice warning, service, check engine, oil change lights, leaks, overheating, worn tires, etc., contact your departmental fleet coordinator or Central Shops. Keep your vehicle clean, inside and out.

**Appendix C**  
**Business Use Declaration of the Program**

**[Department]**  
**Motor Vehicle Incident Prevention Program**  
**Driver Acknowledgment**

Operating an organizational vehicle is a privilege. All drivers will be responsible and accountable for the following:

1. Possess a valid motor vehicle driver's license issued by the State of California. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
2. Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the organization.
3. Operate motor vehicles in a safe manner at all times.
4. Comply with all applicable federal, state, and local laws and regulations.
5. Report any mechanical or safety defects immediately.
6. Comply with maintenance schedules as prescribed by the Department.
7. Report moving violations or parking citations to their supervisor by the end of their work shift.
8. Upon notification report changes in driver's licensure status to their supervisor within twenty-four (24) hours or by the next business day to their supervisor.
9. Accurately record and report vehicle mileage in accordance with organization procedures.
10. Participate in required driver safety education and training Programs including an annual review of the Driver's Guide.
11. Require all occupants to use seat belts, child safety seats, booster seats or other age or weight appropriate restraint devices at all times.
12. Pay all tolls, moving/parking violation fines, and fees in a timely manner, unless otherwise specified in a MOU.
13. Not alter in any way without their supervisors' approval vehicles or equipment within a vehicle leased, owned or rented by the organization in any way.
14. Special permission is required to transport children in City vehicles. If you are authorized to transport children in your City vehicle, always transport children under age thirteen (13) in the back seat. Infants in rear-facing infant seats and other children under age thirteen (13) should never be in the front passenger seat facing an airbag.
15. Never operate a computer or other electronic device while driving a motor vehicle.
16. Pull off the road to a safe location prior to making or receiving phone calls or using an electronic device.
17. Do not transport any personal guest in a City vehicle, unless approved by the Department Head and the guest is essential to municipal business. Department vehicles specifically utilized for the purpose of transporting clients of the Department shall be exempt from this requirement.
18. Do not transport animals in a City vehicle, unless the animal is associated with City business and the vehicle is properly equipped to do so.



**Appendix D**  
**Administrative Code Section 4.11**

**FOR INFORMATIONAL PURPOSES ONLY**

SEC. 4.11. USE OF CITY-OWNED VEHICLES.

- (a) Vehicles owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County, shall be used only in the discharge and transaction of municipal business. No officer, employee or authorized volunteer of the City and County shall use any such vehicle without the consent of the head of such department. The head of the department which has jurisdiction over any such vehicle may not assign any such vehicle to any individual officer or employee unless a written request justifying the need for personal assignment is made by the individual officer or employee and approved by the Director of Administrative Services.
  
- (b) No vehicle owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County shall be used for transportation to and from an employee's place of residence except as provided below:
  - (1) The employee resides in or both resides and works outside of the City and County and is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City and County vehicle after hours on at least five (5) occasions in the preceding twelve (12) month period; or
  - (2) The employee resides in or both resides and works outside of the City and County and must leave his or her residence prior to 8:00 a.m. on City and County business away from his or her normal place of work; or
  - (3) The employee resides in or both resides and works outside of the City and County and would return to his or her normal place of work from an appointment on City and County business after 6:00 p.m. or on a weekend; or
  - (4) The employee is a member of the San Francisco Police Department or San Francisco Sheriff's Department, or an employee of the San Francisco Water Department, San Francisco Department of Public Works, San Francisco Department of Emergency Services, San Francisco Office of Citizen Complaints or San Francisco District Attorney's Office, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose, subject to such restrictions and regulations as the Chief of Police, Sheriff, Director of Emergency Services, Director of the Office of Citizen Complaints or District Attorney may provide for the respective departments. The departments shall keep detailed records of all vehicles used pursuant to this paragraph; said records shall be open to inspection by the Office of the Mayor and the Board of Supervisors; and provided further that the number of vehicles so exempted shall not exceed:

San Francisco Water Department 42

San Francisco Police Department 33

Citywide Vehicle Use Policy (February 2021)

San Francisco Sheriff's Department	5
San Francisco Department of Emergency Services	2
San Francisco Department of Public Works	17
San Francisco Office of Citizen Complaints	4
San Francisco District Attorney's Office	8

- (5) The employee is a forensic pathologist employed by the Office of the Medical Examiner and has prior written permission of the Medical Examiner to use a City and County vehicle and is on call before or after normal work hours in order to respond to and investigate death scenes. The Medical Examiner shall keep detailed records of all vehicles used pursuant to this subsection; said records shall be open to inspection by the Director of Administrative Services and the Board of Supervisors; and provided further that the number of vehicles so exempted shall not exceed two vehicles; or
- (6) The employee is a resident of the City and County of San Francisco and is driving the vehicle to and from the employee's place of residence solely for the purpose of garaging the vehicle at his or her place of residence during nonworking hours, with the approval by resolution of the Board of Supervisors, upon the recommendation of the Director of Administrative Services, where the head of the department which has jurisdiction over such vehicle finds that the public interest will be best served by permitting the employee to take the vehicle home, rather than require the City to garage the vehicle.
- (c) Penalty. Any employee violating the provisions of this Section shall pay to the City and County an amount equal to three times the City and County's mileage reimbursement rate times the number of miles driven in violation thereof.
- (d) Except as otherwise provided by ordinance, an authorized volunteer, while operating a motor vehicle owned by the City and County pursuant to authorization by the head of the department to which said vehicle is assigned or which has jurisdiction over said vehicle, shall be deemed to be an employee of the City and County solely for purposes of California Vehicle Code Section 17001 and Division 3.6 of Title 1 of the Government Code of the State of California, and for no other purpose; provided, however, that nothing herein contained shall be deemed to permit the authorization to operate a motor vehicle owned, leased or rented by the City and County contrary to the provisions of the Vehicle Code of the State of California.

(Amended by Ord. 562-79, App. 11/16/79; Ord. 358-93, App. 11/15/93; Ord. 278-96, App. 7/3/96; Ord. 410-97, App. 10/31/97; Ord. 35-04, File No. 031934, App. 3/19/2004)

SWING SHIFT OPERATIONS  
 ~STEVE DUONG~ SUPERVISOR II

DAY: WEDNESDAY DATE: 8-2-23

Days Off	CLASS	TITLE	LAST	FIRST	Assignment	Truck / Radio	Wrk Hrs.	LUNCH	Sign -in	Init Out
Fri/Sat	7514	VARIOUS - LP #TPV	Bowie	Alvin	LP- A	452/749	1:30p-10:00p <del>12p-8:30p</del>	5:30-6:00pm <del>4-4:30</del>	Alvin Bowie	AD

\*H.S.O.C- ceaser chavez

**SAN FRANCISCO PUBLIC WORKS  
BUREAU OF STREET ENVIRONMENTAL SERVICES  
DAILY FIELD REPORT**

ZONE: A HOURS: 12:00 8:30 GROSS: \_\_\_\_\_  
 DISTRICT: \_\_\_\_\_ LUNCH: 5:30 6:00 TARE: \_\_\_\_\_  
 DATE: 8-2-2023 OVERTIME: \_\_\_\_\_ NET: \_\_\_\_\_

ODOMETER READING					SAFETY INSPECTION		
VEHICLE #	RADIO #	START	END	TOTAL	PERFORMED BY	PASS	FAIL (See Comments)
451-452	57749	250633.3	250679	41	Alvin Bowie	✓	

EMPLOYEE NAME	CLASS #	ASSIGNMENT #	JOB REF. #	ACTIVITY	HOURS
Alvin K Bowie	7514	LP	1456507	54	8

**PLEASE CHECK ACTIVITY:**

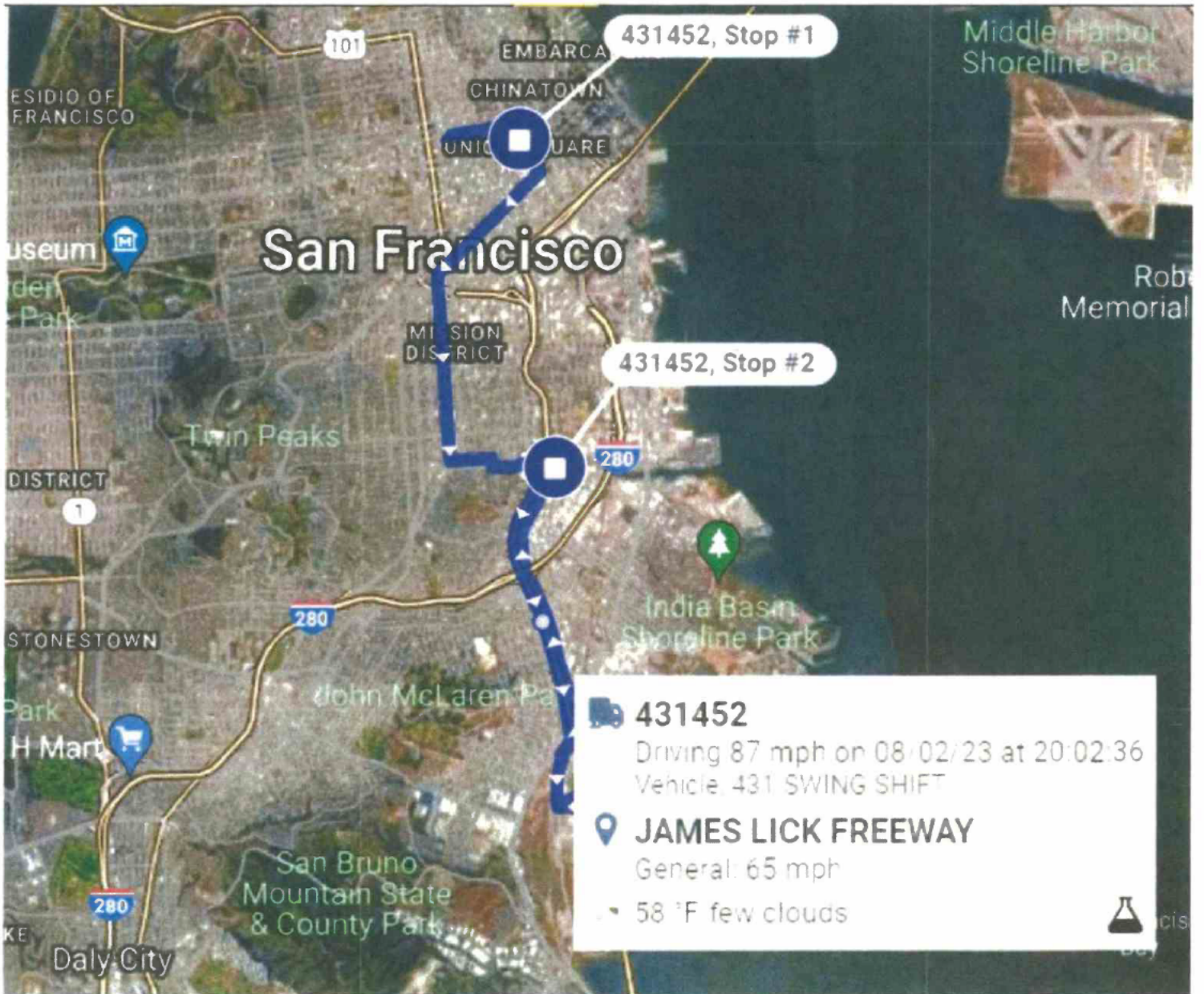
- MECHANICAL SWEEPING - CONTROLLED
- MECHANICAL SWEEPING - UNCONTROLLED
- MECHANICAL FLUSHING
- PACKER/LITTER CONTROL
- FRONT END LOADER
- MANUAL SWEEPING
- BROOM SUPPORT
- LITTER PATROL
- STEAMER
- ROVING CREW
- OTHER
- CORRIDOR

**FOR MECHANICAL BROOM ROUTE NOT COMPLETED SEE COMMENTS:**

SEGMENTS	TIME	SEGMENTS	TIME


**COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


**CERTIFICATION OF WORK PERFORMED:**  
 SUBMITTED BY: Alvin Bowie 8-2-2023  
 SIGNATURE & DATE  
 REVIEWED BY: [Signature]  
 SIGNATURE & DATE



Trips History 

◀ 08/02/23 ▶

<b>Wed Aug 02 431452</b>	Total stop duration Total driving duration Total idling duration Total distance	22h 57m 2h 40m 56m 24s 26mi	Show trips 
--------------------------	--	--------------------------------------	--

●	2077 Cesar Chavez St, San Francisco, CA 94107, USA	Stopped	20:17 - 12:58 (+1d)	
		Stop duration	16h 41m	
		Idling	14m 48s	
○	2077 Cesar Chavez St, San Francisco, CA 94107, USA	Driving	12:58 - 13:00	
		Driving duration	2m 11s	
		Distance	0mi	
●	2323 Cesar Chavez St, San Francisco, CA 94124, USA	Stopped	13:00 - 13:01	
		Stop duration	48s	
		Idling	3s	
○	2323 Cesar Chavez St, San Francisco, CA 94124, USA	Driving	13:01 - 13:02	
		Driving duration	55s	
		Distance	0mi	
●	2323 Cesar Chavez St, San Francisco, CA 94124, USA	Stopped	13:02 - 13:23	
		Stop duration	20m 48s	
		Idling	1m 14s	
○	2323 Cesar Chavez St, San Francisco, CA 94124, USA	Driving	13:23 - 13:24	
		Driving duration	42s	
		Distance	0mi	
●	2500 Marin St, San Francisco, CA 94124, USA	Stopped	13:24 - 13:27	
		Stop duration	3m 41s	
		Idling	3m 41s	
		Driving	13:27 - 13:28	

○	2500 Marin St, San Francisco, CA 94124, USA	moving Driving duration Distance	13:27 - 13:30 2m 22s 0mi	
●	2250 23rd St, San Francisco, CA 94107, USA	Stopped Stop duration Idling	13:30 - 13:31 59s 26s	
○	2250 23rd St, San Francisco, CA 94107, USA	Driving Driving duration Distance	13:31 - 13:56 25m 33s 3mi	
●	1143 Franklin St, San Francisco, CA 94109, USA	Stopped Stop duration Idling	13:56 - 14:04 7m 39s 7m 39s	⚠
○	1143 Franklin St, San Francisco, CA 94109, USA	Driving Driving duration Distance	14:04 - 14:11 7m 3s 1mi	
●	1785 Union St, San Francisco, CA 94123, USA	Stopped Stop duration Idling	14:11 - 14:47 36m 21s 3s	⚠
○	1785 Union St, San Francisco, CA 94123, USA	Driving Driving duration Distance	14:47 - 14:56 8m 54s 1mi	
●	1042 Hyde St, San Francisco, CA 94109, USA	Stopped Stop duration Idling	14:56 - 15:09 13m 13s 13s	⚠
○	1042 Hyde St, San Francisco, CA 94109, USA	Driving Driving duration Distance	15:09 - 15:22 12m 14s 1mi	
		Stopped	15:22 - 15:28	⏪

● 1600 Sutter St, San Francisco, CA 94109, USA

Stop duration  
idling **6m 10s**  
**4m 46s**

○ 1600 Sutter St, San Francisco, CA 94109, USA

Driving **15:28 - 15:43**  
Driving duration **15m 1s**  
Distance **1mi**

● 530 Oak St, San Francisco, CA 94102, USA

Stopped **15:43 - 16:01**  
Stop duration **18m 30s**  
Idling **18m 30s**

○ 526A Oak St, San Francisco, CA 94102, USA

Driving **16:01 - 16:23**  
Driving duration **21m 54s**  
Distance **2mi**

● 33 Moulton St, San Francisco, CA 94123, USA

Stopped **16:23 - 16:37**  
Stop duration **13m 37s**  
Idling **5m 5s**

○ 44 Moulton St, San Francisco, CA 94123, USA

Driving **16:37 - 16:37**  
Driving duration **15s**  
Distance **0mi**

● 1965 Lombard St, San Francisco, CA 94123, USA

Stopped **16:37 - 17:19**  
Stop duration **41m 52s**  
Idling **2s**

○ 1965 Lombard St, San Francisco, CA 94123, USA

Driving **17:19 - 17:36**  
Driving duration **16m 37s**  
Distance **2mi**

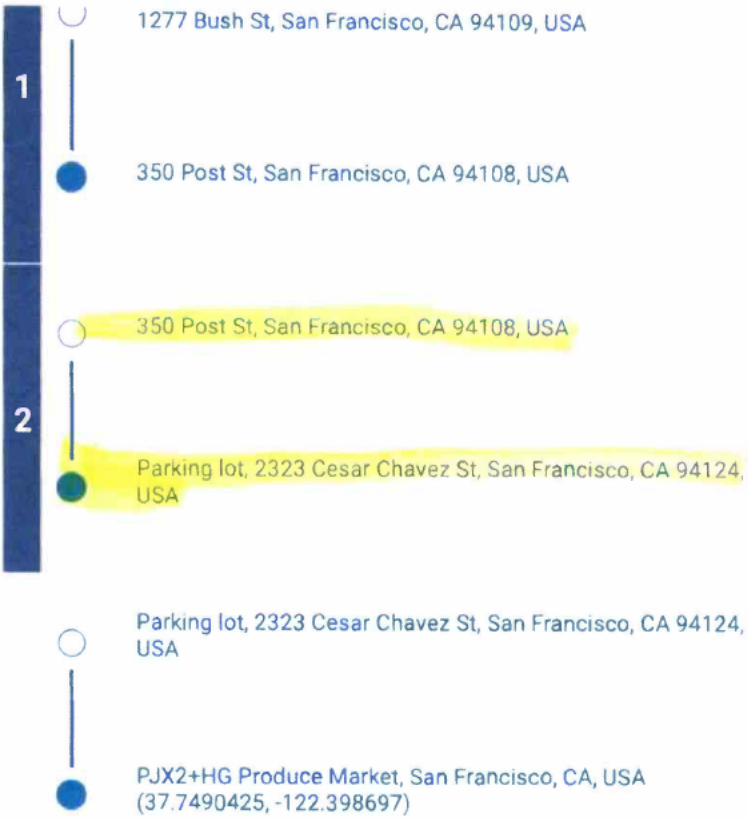
● 1277 Bush St, San Francisco, CA 94109, USA

Stopped **17:36 - 17:58**  
Stop duration **22m 3s**  
Idling **10s**

Driving **17:58 - 18:07**







Driving duration	<b>9m 10s</b>	
Distance	<b>1 mi</b>	
	<b>▲ Exceptions</b>	Sort by: <b>Type</b> Duration Occurrences
Stopped		
Stop duration	Hard Acceleration	x7 for 2s
Idling	Harsh Cornering	x2
	Speed > 10 MPH Over Posted Speed Limit	x19 for 3m 2s
Driving	Speed > 80 MPH	x2 for 21s
Driving duration	Speed > 10 Mph Over Posted Speed Limit in SF	x19 for 3m 2s
Distance	Speeding	x1 for 1m 1s
		<b>✕</b>
Stopped	<b>20:19 - 20:19</b>	
Stop duration	<b>24s</b>	
Idling	<b>2s</b>	
Driving	<b>20:19 - 20:21</b>	
Driving duration	<b>1m 55s</b>	
Distance	<b>0mi</b>	
		<b>▲</b>
Stopped	<b>20:21 - 14:37 (+1d)</b>	
Stop duration	<b>18h 15m</b>	
Idling	<b>13m 30s</b>	

## McDaniels, Christopher (DPW)

---

**From:** Bruce, Kenny (DPW)  
**Sent:** Thursday, September 7, 2023 4:44 AM  
**To:** McDaniels, Christopher (DPW)  
**Subject:** Fwd: Swing Shift 7514, Alvin Bowie Jr. Reprimand for speeding 8-2-23  
**Attachments:** SES Speeding 80 MPH+ (Dept\_20230901\_103304.xlsx; VehicleUsePolicy2021-02.pdf; 7514, Alvin Bowie Jr. Reprimand 9-6-23 for speeding.docx; Swing Shift Ops sign in sheets and Field report for Alvin Bowie Jr. 8-2-23.pdf; 431-452 GPS report and map 8-2-23.pdf

Good morning Chris, please sign and forward to DDO for signature, then we will forward to HR with our request to release. Thank you.

Get [Outlook for iOS](#)

---

**From:** Duong, Steven (DPW) <Steven.Duong@sfdpw.org>  
**Sent:** Wednesday, September 6, 2023 4:59:59 PM  
**To:** Bruce, Kenny (DPW) <Kenny.Bruce@sfdpw.org>  
**Cc:** McDaniels, Christopher (DPW) <christopher.mcdaniels@sfdpw.org>; Vaing, Jonathan (DPW) <Jonathan.Vaing@sfdpw.org>; Roumbanis, Mark (DPW) <Mark.Roumbanis@sfdpw.org>  
**Subject:** Swing Shift 7514, Alvin Bowie Jr. Reprimand for speeding 8-2-23

Hi Kenny,

Per your instructions, I prepared Mr. Alvin Bowie Jr.'s Reprimand for speeding on 8/2/2023 (see attachment). I also attached the GPS report with a map, the Swing Shift sign in sheet and field report that proved that Mr. Alvin Bowie Jr. was assigned to 431-452 on 8/2/2023. Please review and let us know anything I missed or need changes before I serve Mr. Bowie Jr. Thank you.

Regards, Steve



**Steven Duong**  
**Supervisor II**  
**Swing Shift Operations**

Bureau of Street & Environmental Services  
San Francisco Public Works  
City & County of San Francisco  
2323 Cesar Chavez Street  
San Francisco, CA 94124  
Email: [steven.duong@sfdpw.org](mailto:steven.duong@sfdpw.org)  
Fax: 415-695-2175

# **Exhibit E**

## **SFPW INVESTIGATION SUMMARY**



**Human Resources**

dpw-hr@sfdpw.org | T. 628.271.3200 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

**INVESTIGATIVE REPORT/SUMMARY**

TO: Karen Hill  
Director of Human Resources  
San Francisco Public Works

FROM: Jesse Franklin  
Senior Employee and Labor Relations Analyst  
San Francisco Public Works

DATE: February 20, 2024

SUBJECT: Alvin K. Bowie Jr., 7514 General Laborer, San Francisco Public Works, Bureau of Street and Environmental Services.

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**I. Summary of Complaint**

On Sunday November 5, 2023, Kenny Bruce (Bruce), Assistant Superintendent for the Bureau of Street Environmental Services (BSES), emailed Jesse Franklin (Franklin), Senior Employee and Labor Relations Analyst with the Department of Public Works (Department or DPW), detailing Alvin K. Bowie Jr.'s (Bowie) history with the Department. Bruce provided a summary that on October 30, 2023, Bowie was parked at 623 Missouri for about two and a half hours with no business-related reason to do so, and then later in the same shift Bowie was parked at 260 King Street for about 2 hours and 45 minutes, with no work-related reason to do so. Bruce requested Franklin review the emailed history and support release. Specifically, Bruce was concerned that Bowie did not perform substantive work on Sunday October 30, 2023.

Thereafter, an investigation was conducted by Franklin into the allegation that Bowie did not perform work for a substantial portion of his shift on October 30, 2023.

**II. Subject of Investigation**

Bowie was hired on April 3, 2021, as a classification 7524 Institution Utility Worker with the Department of Public Health (DPH). DPH released Bowie from his probational appointment on December 14, 2021. DPW hired Bowie on June 10, 2023, as a Temporary Provisional Appointment (TPV) classification 7514 General Laborer with BSES.

**III. Background**

As a General Laborer with BSES, Bowie is tasked with completing assigned Service Orders (SR's), picking up trash bags left by other DPW workers, clear debris along the streets and sidewalks, and attend to any emergency calls for clean up that might come in.

Bowie is assigned City vehicle number 431-467, and his assigned work area varies from day to day. Bowie works Sunday through Thursday from noon until nine (9) p.m. Bowie's supervisor is Steven Duong (Duong).

#### **IV. Allegations Requiring Investigation**

- Did Bowie stop at 623 Missouri Street from 1:50p.m. until 4:40p.m. with no business reason to do so and in violation of the Department policy?
- Did Bowie stop at 260 King Street from 5:14p.m. to 7:57p.m. with no work-related reason to do so and in violation of Department policy?
- Did Bowie fail to complete any Service Order Requests on November 12, 2023, in violation of the City's Misuse of Time and Resources Policy?
- Did Bowie receive a Red-Light Violation while driving vehicle number 431-467 on November 12, 2023, in violation of the City's Vehicle Use Policy?

#### **V. Documents Reviewed**

The following documents were reviewed as part of this investigation:

- Exhibit A – San Francisco Public Works Notice of Written Counseling/Reminder Session – Issued Wednesday September 6, 2023.
- Exhibit B – San Francisco Public Works Reprimand – Issued Tuesday September 12, 2023.
- Exhibit C – October 30, 2023, Global Positioning System Report for Vehicle Number 431-467.
- Exhibit D – Department of Public Works Incident Report – Completed by Bowie on Wednesday November 1, 2023. Detailing how Bowie lost his assigned radio.
- Exhibit E – November 12, 2023, Key Watcher Report for Vehicle number 431-467.
- Exhibit F – Red Light Violation for Vehicle number 431-467.
- Exhibit G – November 12, 2023, Service Order Requests Assigned to Bowie.
- Exhibit H – November 12, 2023, Global Positioning System Report for Vehicle number 431-467.
- Exhibit I – November 13, 2023, Email of Concern from Supervisor Duong Regarding Bowie.
- Exhibit J – Operations Yard Standards and Procedures – Signed by Bowie on June 18, 2023.

#### **VI. Applicable Policies**

##### Misuse of City Time and Resources

The City's Use of City and County Property for Business Purposes Only Policy contained in the City's Employee Handbook states in relevant part:

*No officer or employee may use, nor allow any other person to use, City resources for any non-City business purpose. Use of City resources for personal, political, employee organization or other non-City business is strictly prohibited.*

##### City Vehicles (Employee Handbook)

The City's Vehicles Policy contained in the City's Employee Handbook states in relevant part:

*Like all City resources, City vehicles are to be used for City business only. City vehicles may not be used for personal business. Employees who violate the Vehicle Code or Any other applicable laws*

*and City policies in City Vehicles may be subject to disciplinary action, up to and including termination.*

## VII. Witness Interviews

### A. Bowie Interview

An investigative interview was conducted on Wednesday November 15, 2023, at 12:30 p.m. Present for the meeting were Bowie, his Union Steward, Rueben Johnson, and Steven Duong, Supervisor II with BSES. The initial scope of the interview was widened from focusing on October 30, 2023, to include the allegations from Bowie's November 12, 2023, shift.

During the interview, Bowie explained that he receives a work order sheet each day from Duong and is expected to work through the list completing service orders. Bowie said it takes an average of between five (5) and ten (10) minutes to complete each service order, not counting travel time to each location.

I began the meeting by asking about Bowie's work performed on Sunday November 12, 2023.

Regarding the allegation that Bowie did not complete any meaningful work during his shift on Sunday November 12, 2023, I read the following summary:

*"On Sunday November 12, 2023, you were assigned to Zone D. You were issued 19 open service requests to complete for the day. It has been alleged that you did not complete any of these service requests; failed to 10 /7 and 10/8 timely and had to be reminded; you reported to the Ops Yard more than 30 minutes prior to your shift; were not wearing your seat belt; you were driving the wrong way; later in the shift you had to be called/paged to report back to the Ops Yard to check out at which time you reported mechanical issues with your vehicle. Steven Duong reported to your location (which was not tied to any service requests) and found the vehicle appeared to be in reverse (the reverse lights were on) parked half blocking a member of the public's driveway and half in a red zone; you were slumped over the cab seat face down. Duong called to you through the open window and after several attempts to get your attention you started to sit up. You then claimed you were completing your daily field report – Duong noted you did not have a pen to complete said field report. Duong next asked you to get out of the truck and wait on the sidewalk as he checked the parking brake. Duong noted that you had the vehicle off but were in reverse – noting that luckily the parking brake was on. The truck was parked correctly, and you were taken back to the Ops Yard to be signed out."*

When asked if the above summary was accurate, Bowie said that he couldn't recall. When asked why he could not recall work he performed three (3) days earlier, Bowie admitted he vaguely remembered what happened and it was as Duong reported.

I next asked Bowie about the allegation that [he] was parked at 623 Missouri Street for two (2) hours and thirty (30) minutes and 260 King Street for an additional two (2) hours and forty-three (43) minutes on October 30, 2023. Bowie admitted that this was true.

At this point in the interview, Bowie explained that he was not focused that day due to the grief of his mother's recent passing. Bowie shared that his mother passed away on September 27, 2023. Bowie admitted that everything hit him that day, and he broke down crying. Regarding Bowie's vehicle being parked at 260 King, Bowie explained that [he] had taken his lunch and went to the nearby Safeway grocery store to purchase food to eat. Sometime afterward, Bowie noticed that his assigned radio was missing. Rather than reporting the lost radio to his supervisor at that time, Bowie began to back-track his

steps at lunch to look for where it could have been lost. When asked why Bowie did not report his lost radio then, Bowie explained that he was afraid of the repercussions.

### **B. Duong Interview**

I interviewed Duong on Wednesday November 15, 2023, prior to my interview with Bowie. As Bowies supervisor he had intimate knowledge of the events of the days in question.

During the interview Duong reported that on Sunday November 12, 2023, around 7p.m., Bowie was seen by Duong driving the wrong direction in the Operations Yard at 2323 Ceasar Chavez Street, while not wearing a seat belt. Then, toward the end of Bowie's shift, around 8:25 p.m., Duong checked the GPS for Bowie's vehicle and noticed he had been parked at 881 Dolores Street since 8:09 p.m. Duong noted that Bowie should have been heading back to the Operations Yard because he was off work at 9 p.m. Duong radioed Bowie and Bowie reported that he was having issues with his vehicles parking brake. Duong told Bowie to wait at his location so that Duong could come assist him.

Duong arrived at 881 Dolores at about 8:35 p.m. and found Bowie's vehicle parked half blocking a parking lane and half blocking a residential driveway. When Duong approached the vehicle, he found Bowie lying face down on the cabin bench. Believing Bowie had passed out, Duong asked Bowie what he was doing. Bowie woke up and pretended to be writing something on the bench. Duong noted there was no pen in Bowie's hand and there was no paperwork around which Bowie could have been working on. Alvin again reported that he was working on his field reports. Duong again pointed out that Bowie did not have a pen and paper and could not have been completing field reports. Duong asked Bowie if he was okay, to which Bowie said that he was. Bowie again reported issues with his vehicles parking brake.

Duong asked Bowie to step out of the vehicle and wait on the curb nearby. Duong examined the vehicle, noting the vehicle was in reverse gear, not on, but with the parking brake engaged. Duong put the vehicle in park and turned the ignition on. Next Duong released the emergency brake and drove the truck to a safe parking space.

Duong determined that it was not safe to have Bowie drive his vehicle back to the Operations Yard, so Duong took Bowie back in his own truck, before returning later with another employee to pick up Bowie's vehicle. Duong noted that no service requests were completed by Bowie for his entire shift on November 12, 2023. Bowie reported taking no trips to the dump to unload his vehicle that day. And Bowie's vehicle had no debris or trash in it when Duong arrived at 881 Dolores Street. After reviewing the GPS reports against the Service Order Requests assigned to Bowie for November 12, 2023, Duong believed that Bowie just drove around and parked at random locations without doing any meaningful work.

## **VIII. Discussion and Analysis**

### **A. Bowie failed to perform meaningful work on October 30, 2023, and again on November 12, 2023**

The interview was conducted in reverse order to address the allegations against Bowie from November 12, 2023, first. However, Bowie did not share that his mom passed away in September until later in the interview when discussing the allegations centered around his October 30, 2023, shift. Bowie's grief over his mom's passing, and the impact that had on his ability to perform work on the dates in question.

GPS records reviewed show that Bowie was parked at 623 Missouri from 1:50 pm until 4:20 pm. And then later at 260 King Street from 5:14 p.m. until 7:57 p.m. Bowie admitted to not performing work while parked at 623 Missouri Street, explaining that:

*“That day I was just not really focused, my mother just passed. I had no time to grieve, just broke down. Get myself together. Everything happened so fast. I was real (sic) emotional. I lost focus a little bit. I was overcome.”*

The City’s Attendance and Punctuality Policy states in the relevant part:

*“Your time records must accurately reflect the time you start work and the number of hours worked in every work day.”*

Bowie admitted to not completing much work on either of these days. Bowie explained that he was overcome with tremendous grief over the passing of his mother. While understandable that one would be devastated by the loss of a parent, it does not excuse Bowie from reporting to work and then not completing work during hours that he was paid for.

#### **B. Bowie Received a Red-Light Violation on November 12, 2023**

On Wednesday November 22, 2023, Fleet Management received notice of a Red-Light Violation received for City vehicle license number 1179502. License plate 1179502 corresponds to Vehicle number 431-467. The Key watcher report shows that the keys to 431-467 were checked out by another BSES employee at 4:08 a.m. and returned by Duong at 9:32 p.m. Per Duong, Alvin Bowie was assigned to 431-467 on November 12, 2023. The photo taken by the traffic camera shows an individual who looks like Bowie.

The City’s Vehicle Use Policy states in the relevant part:

*“Employees who violate the Vehicle Code or Any other applicable laws and City policies in City Vehicles may be subject to disciplinary action, up to and including termination.”*

During the investigatory interview, Bowie admitted that vehicle number 431-467 was his regularly assigned vehicle. Bowie acknowledged driving this vehicle during his shift on November 12, 2023. Because Bowie was driving vehicle number 431-467 on November 12, 2023, at 6:05 p.m. it is evident that Bowie was the driver pictured in the red-light violation notice and is therefore responsible for receiving the red-light violation.

#### **C. Bowie was not fit to operate a City Vehicle on November 12, 2023**

Bowie had a troubled history with the Department. On Wednesday August 2, 2023, Bowie’s City Vehicle was flagged by the GPS exception report for driving over eighty (80) miles per hour. Then on November 12, 2023, while driving City vehicle number 431-467, Bowie ran a red light at 6:05 p.m. Not long afterward, around 7:00 p.m. Duong spotted Bowie driving in the wrong direction in the Operations Yard, while not wearing a safety vest or seatbelt.

A little more than two (2) hours after Bowie ran a red light, Duong found Bowie lying face down on his truck’s cabin bench, with the vehicle in reverse but not on. The vehicle was parked illegally half-blocking a member of the public’s driveway. Duong noted in the interview that luckily the parking brake was engaged.

Though a reasonable suspicion test was not done, Duong did not feel comfortable allowing Bowie to drive himself back to the Operations Yard.



## **IX. Factual Finding/Conclusion**

A review of the Operations Yard Standards and Procedures signed by Bowie on June 18, 2023, shows that Bowie knowingly violated several standards and procedures during his time with the Department. Chronologically, Bowie violated Department standards, procedures, or policy when:

- On August 17, 2023, Bowie had a verbal altercation with a member of the public.
- On August 23, 2023, Bowie stopped at two (2) service request locations for over an hour each when it should have taken fifteen (15) to attend to the request. During the same shift Bowie stopped at another location for thirty (30) minutes with no associated service request in the area.
- On August 28, 2023, Bowie failed to radio that he was going on break and returning from break, was seen parking in a private parking lot, and did not complete any daily field reports or driver's inspection reports.
- On August 2, 2023, Bowie's GPS Exception Report showed that he had driven in excess of eighty (80) miles per hour while driving his City vehicle.
- On October 30, 2023, Bowie spent over five (5) hours of his shift parked at 623 Missouri and 260 King Street without any related service orders or a business reason to do so.
- On November 12, 2023, Bowie ran a red light in his City vehicle.
- On November 12, 2023, Bowie was found to not have performed any substantive work or cleared any service orders assigned to him.
- On November 12, 2023, Bowie drove the wrong way in the Operations Yard, while not wearing a safety vest or seatbelt as is required.
- On November 12, 2023, Bowie was found parked illegally across a member of the public's driveway in violation of Department policy.
- On November 12, 2023, Bowie was found by Duong to be passed out in his truck, with the vehicle's gear in reverse but not on, with the parking brake engaged.

The Department understands Bowie's explanation of his mental and emotional state in October and November. Losing a parent would be devastating and merits a degree of compassion. However, the totality of the infractions and the danger that Bowie posed to the public when operating his assigned vehicle were too great to address through coaching, counseling, or training.

For these reasons, the Department took the appropriate action to release Bowie from his Temporary Provisional (TPV) appointment effective the close-of-business on November 29, 2023.