

File No. 180480

Committee Item No. 14

Board Item No. 32

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date July 19, 2018

Board of Supervisors Meeting

Date July 31, 2018

Cmte Board

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Completed by: Linda Wong Date July 13, 2018
 Completed by: Linda Wong Date July 25, 2018

1 [Administrative Code - Office of Sexual Harassment and Assault Response and Prevention]

2
3 **Ordinance amending the Administrative Code to establish, and to set rules governing**
4 **the appointment of the Director and the qualifications and duties of employees of the**
5 **Office of Sexual Harassment and Assault Response and Prevention (Office) as a City**
6 **department under the direction and oversight of the Human Rights Commission, which**
7 **Office shall be responsible for: 1) receiving complaints concerning the manner in**
8 **which any City department has responded or failed to respond to allegations of sexual**
9 **assault or sexual harassment, and assisting complainants in navigating within City**
10 **government to resolve those complaints; 2) compelling the attendance of City officers**
11 **or employees at meetings with complainants; 3) notifying relevant City departments of**
12 **any failure, in connection with a complaint of sexual assault or sexual harassment, to**
13 **perform a duty imposed by law, or to perform a promised act, or to respond reasonably**
14 **to the complainant's or Office's requests, or to otherwise fully and conscientiously**
15 **respond to the complainant's or the Office's concerns, and reporting to the Mayor and**
16 **the Board of Supervisors if any City department so notified fails to take timely and**
17 **adequate corrective action; 4) in certain cases, referring City officers and employees to**
18 **appropriate disciplinary authorities for possible professional or administrative**
19 **discipline; 5) requiring City departments to report aggregated or otherwise de-**
20 **identified information concerning the department's handling of allegations of sexual**
21 **assault and harassment; 6) engaging with community members to develop**
22 **recommendations for improving the City's efforts to combat sexual assault and**
23 **harassment, and making related recommendations to City policymakers; 7) making**
24 **regular reports to the Human Rights Commission; and 8) maintaining the**
25

1 confidentiality of information required by law to be kept confidential, and respecting
2 complainants' wishes for confidentiality to the maximum extent permitted by law.

3
4 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
5 **Additions to Codes** are in *single-underline italics Times New Roman font*.
6 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
7 **Board amendment additions** are in double-underlined Arial font.
8 **Board amendment deletions** are in ~~strikethrough Arial font~~.
9 **Asterisks (* * * *)** indicate the omission of unchanged Code
10 subsections or parts of tables.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. The Administrative Code is hereby amended by adding Section 12A.18, to
13 read as follows:

14 **SEC. 12A.18. OFFICE OF SEXUAL HARASSMENT AND ASSAULT RESPONSE AND**
15 **PREVENTION.**

16 *(a) Creation of Office. There is hereby created the Office of Sexual Harassment and*
17 *Assault Response and Prevention, which shall be a City department under the authority and direction*
18 *of the Human Rights Commission.*

19 *(b) Powers and Duties of Office. The Office of Sexual Harassment and Assault Response*
20 *and Prevention shall have the powers, and shall perform the duties, set forth in this subsection (b).*

21 *(1) The Office shall have the authority to receive complaints from any member of the*
22 *public concerning the manner in which any City department has responded, or has failed to respond, to*
23 *allegations that the complainant—or a person under the care or custody of the complainant—has been*
24 *a victim of sexual assault or sexual harassment. The Office shall promptly confirm receipt of all such*
25 *complaints, and shall work diligently to assist each complainant in navigating their way through City*
government. In particular, the Office shall work diligently to assist each complainant in contacting

1 relevant City departments, and shall take all appropriate steps to encourage those City departments to
2 respond fully and conscientiously to the complainant's concerns. The Office shall treat each
3 complainant with dignity, professionalism, and compassion. For purposes of this Section 12A.18,
4 "City department" means any department, agency, office, or commission, or any other part of the
5 government of the City and County of San Francisco. It includes, but is not limited to, the Police
6 Department, the Office of the District Attorney, and the Department of Public Health.

7 (2) The Office shall have the power to compel the attendance of officers or
8 employees from any City department at meetings with the complainant, and may require that the
9 officers or employees who attend any such meetings have detailed knowledge of the complainant's
10 case. Attendance at such meetings shall be considered part of the officers' and employees' employment
11 with the City, for which they shall be compensated. Such meetings shall be scheduled at reasonable
12 times and locations that do not compromise the powers of the Office under this subsection (b)(2). Such
13 meetings shall be held within two weeks of the Office's request for a meeting, unless the Office, for
14 good cause shown, waives this requirement.

15 (3) In any instance in which the Office determines that any City department, or any
16 City officer or employee, has failed to perform a duty imposed by law in connection with a complaint of
17 sexual assault or sexual harassment, or has promised to perform an act and has failed to perform the
18 promised act, or has unreasonably failed to respond to the complainant's or Office's requests, or has
19 otherwise not fully and conscientiously responded to the complainant's or the Office's concerns, the
20 Office shall notify the relevant City department of such failure, in writing. If, after a reasonable period
21 of time as determined by the Office, not to exceed six weeks, the relevant City department has not
22 corrected such failure to the Office's satisfaction, the Office shall report this failure, in writing, to the
23 Mayor and the Board of Supervisors.

24 (4) In any instance in which the Office determines that there is a reasonable basis to
25 believe that any City officer or employee should be subject to any form of professional or

1 administrative discipline, the Office shall have the power to refer that officer or employee to any
2 appropriate disciplinary authority, which may include, but is not limited to:

3 (A) The officer or employee's appointing authority;

4 (B) The Department of Human Resources; and,

5 (C) For uniformed members of the Police Department, the Department of
6 Police Accountability; and,

7 (D) For holders of any professional license, the appropriate State
8 licensing authority.

9 Any City department that receives a referral from the Office shall promptly open an
10 investigation into the conduct for which the Office has referred the City officer or employee.

11 (5) The Office shall have the power to require any City department to report, at
12 times and in the manner of the Office's reasonable choosing, aggregated or otherwise de-identified
13 information concerning that department's handling of allegations of sexual assault and sexual
14 harassment. Such information may include, but is not limited to, the number of open cases involving
15 allegations of sexual assault and sexual harassment; the number of such cases resolved in particular
16 time frames; the ways in which such cases were resolved, and related information (including, but not
17 limited to, information about the age and number of cases reaching each particular kind of resolution);
18 the average time it takes the department to resolve each such case; information about the number and
19 age of unresolved cases; and the number and substance of complaints the department has received
20 (from members of the public, the Office, or any other source) regarding the department's handling of
21 allegations of sexual assault and sexual harassment. The Office may request assistance from the
22 Controller in obtaining the information described in this subsection (b)(5), and the Controller shall
23 cooperate with any such requests.

24 (6) The Office shall, at such times and in such ways as the Office deems most
25 effective, engage with members of the community (including, but not limited to, community

1 organizations dedicated to preventing or redressing sexual assault or sexual harassment) and with
2 other entities in City government (including, but not limited to, the Department on the Status of
3 Women and any Sexual Assault Response Team that may be established pursuant to
4 Sections 13898–13898.2 of the California Penal Code) to explore ways in which the City can
5 improve its efforts to combat sexual assault and sexual harassment. The Office shall develop
6 recommendations for improving the City's efforts to combat sexual assault and sexual harassment
7 (including, but not limited to, recommendations regarding education and training for City officers and
8 employees who handle allegations of sexual assault and sexual harassment), and shall make reports
9 about such recommendations to relevant City departments, the Mayor, and the Board of Supervisors.
10 Such reports shall include, but are not necessarily limited to, an annual report to the Mayor, the Board
11 of Supervisors, and all relevant City departments. In developing such recommendations, in
12 collaboration with the Department on the Status of Women, the Office shall consider, and
13 seek to build upon, previous recommendations developed the Department on the Status of
14 Women.

15 (7) In addition to the other reports described in this subsection (b), the Office shall
16 make regular reports to the Human Rights Commission. Subjects addressed by these reports may
17 include, but are not limited to, the Office's activities, the City's efforts to combat sexual assault and
18 sexual harassment, and proposed recommendations for improving the City's efforts to combat sexual
19 assault and sexual harassment (including, but not limited to, proposed recommendations regarding
20 education and training for City officers and employees who handle allegations of sexual assault and
21 sexual harassment).

22 (8) In fulfilling the powers and duties described in this subsection (b), the Office
23 shall maintain the confidentiality of information required by law to be kept confidential, and shall
24 respect the complainant's wishes for confidentiality to the maximum extent permitted by law. Nothing
25

1 in this subsection (b)(8) shall otherwise restrict the City's ability to maintain the confidentiality of
2 information where such confidentiality is permitted (but not required) by law.

3 (c) **Appointment of Director.** Before the Human Rights Commission submits nominations
4 for the position of Director of the Office pursuant to Section 4.102(5) of the City Charter, the
5 Commission shall first solicit recommendations regarding such nominations from a three-member
6 advisory committee, to be appointed by the Commission. One member of this advisory committee shall
7 be a sexual-assault survivor, another member of the committee shall be a person who has engaged in
8 community-based advocacy on behalf of survivors of sexual assault or sexual harassment, and the
9 remaining member shall be an academic whose scholarship has focused on issues relating to sexual
10 assault or sexual harassment. The advisory committee shall be empowered to review applications,
11 interview applicants, and recommend that the Commission nominate particular candidates for the
12 Director position. Any candidates so recommended by the advisory committee shall possess the
13 qualifications of a "sexual assault counselor" within the meaning of Section 1035.2 of the California
14 Evidence Code. The Commission shall consider any recommendations made by the advisory
15 committee, but nothing in this subsection (c) shall be construed to interfere with the Commission's
16 authority to make nominations of its choosing under Charter Section 4.102(5). If the Director does not
17 already possess the qualifications of a "sexual assault counselor" within the meaning of Section 1035.2
18 of the California Evidence Code at the time of appointment, the Director shall undergo at least 40
19 hours of training as a sexual assault counselor, in a manner consistent with Section 1035.2(a)(2) of the
20 California Evidence Code, within one year of appointment.

21 (d) **Composition of Office.** Subject to the budgetary and fiscal provisions of the Charter,
22 the Office shall be staffed by no fewer than the equivalent of three full-time employees; for purposes of
23 this requirement, the Director of the Office may be counted as the equivalent of a full-time employee.
24 At least one full-time employee, other than the Director, shall be responsible for interacting directly
25 with individual survivors of sexual assault and sexual harassment, and their advocates, to receive and

1 resolve individual complaints, consistent with subsections (b)(1)–(4). At least one other full-time
2 employee, other than the Director, shall be responsible for engaging with community-based
3 organizations and City departments to gather information, produce reports, and promote systemic
4 change in the City’s policies and practices towards sexual assault and sexual harassment, consistent
5 with subsections (b)(5)–(7). All employees of the Office shall, to the extent permitted by law,
6 promptly receive sufficient education or training to qualify as~~assess the qualifications of a~~
7 “sexual assault counselors” within the meaning of Section 1035.2 of the California Evidence Code, if
8 they do not already qualify as sexual assault counselors at the time of appointment.

9 (e) Powers and Duties of Human Rights Commission. In overseeing the Office, the
10 Human Rights Commission shall hold all the powers and duties set forth in Section 12A.5 of this
11 Administrative Code and Section 4.102 of the City Charter. This includes, but is not limited to, the
12 power to hold public hearings on any subject relevant to the Office. In holding any such public
13 hearing, the Commission shall maintain the confidentiality of information required by law to be kept
14 confidential, and shall respect a complainant’s wishes for confidentiality to the maximum extent
15 permitted by law, in a manner consistent with subsection (b)(8).

16 (f) Services Available to City Employees. For purposes of subsection (b)(1), “member
17 of the public” does not include a City employee interacting with the City in its capacity as an
18 employer. Complaints arising out of the employment relationship between the City and its
19 employees are excluded from this Section 12A.18, and shall instead be governed by Charter
20 Section 10.103, which provides that the City’s Human Resources Director shall review and
21 resolve allegations of discrimination against employees or applicants, and shall investigate all
22 employee complaints concerning job-related conduct of City employees. This authority under
23 Charter Section 10.103 includes enforcement of the City’s policies and procedures for
24 handling employee complaints of sexual assault or sexual harassment, including, but not
25 limited to, policies or procedures established or administered by the Department of Human

1 Resources, determinations by the Human Resources Director under Charter Section 10.103,
2 and appeals to the Civil Service Commission. Nothing in this subsection (f) shall prevent City
3 employees from submitting, on the same terms as other members of the public, complaints
4 arising out of the City's handling of a criminal investigation or other criminal-justice
5 functions. ~~City employees shall be able to submit complaints to, and use the services of, the~~
6 ~~Office on the same terms as other members of the public, but nothing in this Section 12A.18~~
7 ~~shall alter the City's existing procedures (including, but not limited to, procedures established~~
8 ~~or administered by the Department of Human Resources) for handling complaints of sexual~~
9 ~~assault or sexual harassment in the City's capacity as an employer.~~

10 (g) Language Access. The Office shall comply with Chapter 91 of the Administrative Code,
11 the Language Access Ordinance.

12 (h) Construction with Other Laws. Nothing in this Section 12A.18 shall be construed to
13 conflict with any State or Federal law, or with any provision of the City Charter. In particular, nothing
14 in this Section shall be construed to interfere with the investigative and prosecutorial functions under
15 State law of the District Attorney and the Sheriff, or to compromise the rights of peace officers under
16 California Penal Code Section 832.7 or the Public Safety Officers Procedural Bill of Rights Act,
17 California Government Code Sections 3300 et seq.

18 (i) Undertaking for the General Welfare. In enacting and implementing this Section
19 12A.18, the City is assuming an undertaking only to promote the general welfare. It is not assuming,
20 nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money
21 damages to any person who claims that such breach proximately caused injury.

22 (j) Severability. If any section, subsection, sentence, clause, phrase, or word of this Section
23 12A.18, or any application thereof to any person or circumstance, is held to be invalid or
24 unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the
25 validity of the remaining portions or applications of the Section. The Board of Supervisors hereby

1 declares that it would have enacted this Section, including each and every subsection, sentence, clause,
2 phrase, and word not declared invalid or unconstitutional, without regard to whether any other portion
3 of this Section or application thereof would be subsequently declared invalid or unconstitutional.

4
5 Section 2. Effective Date. This ordinance shall become effective 30 days after
6 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
7 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
8 of Supervisors overrides the Mayor's veto of the ordinance.

9
10 APPROVED AS TO FORM:
11 DENNIS J. HERRERA, City Attorney

12 By: Matthew Lee
13 MATTHEW LEE
14 Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Office of Sexual Harassment and Assault Response and Prevention]

Ordinance amending the Administrative Code to establish, and to set rules governing the appointment of the Director and the qualifications and duties of employees of the Office of Sexual Harassment and Assault Response and Prevention (Office) as a City department under the direction and oversight of the Human Rights Commission, which Office shall be responsible for: 1) receiving complaints concerning the manner in which any City department has responded or failed to respond to allegations of sexual assault or sexual harassment, and assisting complainants in navigating within City government to resolve those complaints; 2) compelling the attendance of City officers or employees at meetings with complainants; 3) notifying relevant City departments of any failure, in connection with a complaint of sexual assault or sexual harassment, to perform a duty imposed by law, or to perform a promised act, or to respond reasonably to the complainant's or Office's requests, or to otherwise fully and conscientiously respond to the complainant's or the Office's concerns, and reporting to the Mayor and the Board of Supervisors if any City department so notified fails to take timely and adequate corrective action; 4) in certain cases, referring City officers and employees to appropriate disciplinary authorities for possible professional or administrative discipline; 5) requiring City departments to report aggregated or otherwise de-identified information concerning the department's handling of allegations of sexual assault and harassment; 6) engaging with community members to develop recommendations for improving the City's efforts to combat sexual assault and harassment, and making related recommendations to City policymakers; 7) making regular reports to the Human Rights Commission; and 8) maintaining the confidentiality of information required by law to be kept confidential, and respecting complainants' wishes for confidentiality to the maximum extent permitted by law.

Existing Law

Under existing law, survivors of sexual assault and sexual harassment are responsible for interacting, directly and individually, with City departments that they believe to be relevant to their cases of sexual assault and sexual harassment. There is no centralized point of contact in City government to assist survivors of sexual assault and sexual harassment in navigating City government, or to advocate on their behalf.

Amendments to Current Law

This ordinance would create the Office of Sexual Harassment and Assault Response and Prevention, a City department under the direction and oversight of the Human Rights Commission. The Office would be responsible for receiving complaints from members of the public concerning the manner in which City departments have handled allegations of sexual assault or sexual harassment, and would assist complainants in navigating within City government to resolve those complaints. In particular, the Office would have the authority to require relevant City employees to meet with complainants, to notify City departments (and, if necessary, the Mayor and the Board of Supervisors) when departments have failed to properly handle complaints, and to refer City employees to existing administrative or professional disciplinary authorities for potential discipline.

The Office would also be responsible for studying, and developing recommendations about, the City's overall systems for handling complaints of sexual assault and sexual harassment. To this end, the Office would have the power to require City departments to report aggregated or otherwise de-identified information concerning each department's handling of allegations of sexual assault and sexual harassment. The Office would also engage with other entities in City government (including the Department on the Status of Women and any Sexual Assault Response Team that may be established pursuant to state law) and with the community. The Office would report regularly to the Human Rights Commission, and would also report recommendations to relevant City departments, the Mayor, and the Board of Supervisors. In developing recommendations, the Office would collaborate with the Department on the Status of Women, and would seek to build upon prior recommendations developed by that Department.

The Director of the Office would be appointed by the Human Rights Commission, with input from a three-member advisory committee composed of a sexual-assault survivor, a community-based advocate, and an academic with expertise on sexual assault or sexual harassment. Employees of the Office would be required to promptly receive sufficient education or training to qualify as a "sexual assault counselor" within the meaning of Section 1035.2 of the California Evidence Code, if they do not already qualify as sexual assault counselors at the time of appointment.

This legislative digest reflects amendments made in Rules Committee on June 20, 2018. These amendments provide that the Office shall engage with other entities in City government (including the Department on the Status of Women and any Sexual Assault Response Team established pursuant to state law), and also that the Office shall collaborate with (and build upon prior recommendations made by) the Department on the Status of Women in developing its recommendations. Additionally, these amendments clarify the requirement that employees of the Office receive, to the extent permitted by law, sufficient education or training to qualify as "sexual assault counselors" under state law. Finally, these amendments clarify that the ordinance does not affect the City's existing, Charter-based procedures concerning complaints made by City employees interacting with the City in its capacity as an employer.

Item 14 File 18-0480	Department: Human Rights Commission
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EXECUTIVE SUMMARY

Legislative Objectives

The proposed ordinance would amend the City’s Administrative Code to establish an Office of Sexual Harassment and Assault Response and Prevention (SHARP) and set rules governing the appointment of the Director and the qualifications and duties of the employees as a City department under the direction and oversight of the Human Rights Commission.

Key Points

- Under existing law, survivors of sexual assault and sexual harassment are responsible for interacting, directly and individually, with City departments that they believe to be relevant to their cases of sexual assault and sexual harassment.
- There is no centralized point of contact in City government to assist survivors of sexual assault and sexual harassment in navigating City government, or to advocate on their behalf.
- The Office of SHARP would be responsible for receiving complaints concerning the manner in which any City department has responded or failed to respond to allegations of sexual assault or sexual harassment, and assisting complainants in navigating within City government to resolve those complaints, among other duties.

Fiscal Impact

- The Human Rights Commission intends to add three new permanent positions to staff the Office of SHARP in October 2018. The new positions are estimated to cost \$329,135 in FY 2018-19 and \$429,787 in FY 2019-20.
- Funding for the three new positions is included in the FY 2018-19 and FY 2019-20 budget pending before the Board of Supervisors.

Recommendation

- Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

MANDATE STATEMENT

City Charter Section 2.105 states that all legislative acts shall be by ordinance, approved by a majority of the members of the Board of Supervisors.

BACKGROUND

Under existing law, survivors of sexual assault and sexual harassment are responsible for interacting, directly and individually, with City departments that they believe to be relevant to their cases of sexual assault and sexual harassment. There is no centralized point of contact in City government to assist survivors of sexual assault and sexual harassment in navigating City government, or to advocate on their behalf.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would add Section 12A.18 to the City's Administrative Code entitled "Office of Sexual Harassment and Assault Response and Prevention" (SHARP) to establish and set rules governing the appointment of the Director and the qualifications and duties of the employees as a City department under the direction and oversight of the Human Rights Commission.

The Office of SHARP shall be responsible for:

1. Receiving complaints concerning the manner in which any City department has responded or failed to respond to allegations of sexual assault or sexual harassment, and assisting complainants in navigating within City government to resolve those complaints;
2. Compelling the attendance of City officers or employees at meetings with complainants;
3. Notifying relevant City departments of any failure, in connection with a complaint of sexual assault or sexual harassment, to perform a duty imposed by law, or to perform a promised act, or to respond reasonably to the complainant's or Office's requests, or to otherwise fully and conscientiously respond to the complainant's or the Office's concerns, and reporting to the Mayor and the Board of Supervisors if any City department so notified fails to take timely and adequate corrective action;
4. In certain cases, referring City officers and employees to appropriate disciplinary authorities for possible professional or administrative discipline;
5. Requiring City departments to report aggregated or otherwise de-identified information concerning the department's handling of allegations of sexual assault and harassment;
6. Engaging with community members to develop recommendations for improving the City's efforts to combat sexual assault and harassment, and making related recommendations to City policymakers;

7. Making regular reports to the Human Rights Commission; and
8. Maintaining the confidentiality of information required by law to be kept confidential, and respecting complainants’ wishes for confidentiality to the maximum extent permitted by law.

The Director of the Office would be appointed by the Human Rights Commission, with input from a three-member advisory committee composed of a sexual-assault survivor, a community-based advocate, and an academic with expertise on sexual assault or sexual harassment. Employees of the Office would be required to promptly receive sufficient education or training to qualify as a “sexual assault counselor” within the meaning of Section 1035.2 of the California Evidence Code, if they do not already qualify as sexual assault counselors at the time of appointment.

The proposed ordinance does not affect the City’s existing, Charter-based procedures concerning complaints made by City employees interacting with the City in its capacity as an employer.

FISCAL IMPACT

According to Sheryl Davis, Executive Director of the Human Rights Commission, the department intends to add three new permanent positions to staff the Office of SHARP. Ms. Davis anticipates that the three new positions would be filled by October 2018. Based on the anticipated hiring date, the new positions are estimated to cost \$329,135 in FY 2018-19 and \$429,787 in FY 2019-20, as shown in Table 1 below.

**Table 1: Office of Sexual Harassment and Assault Response and Prevention
Salary and Benefits**

Position	FY 2018-19		FY 2019-20	
	FTE	Amount	FTE	Amount
2991 HRC Coordinator	0.77	\$132,355	1.00	\$172,634
1823 Senior Administrative Analyst	0.77	123,842	1.00	161,618
1406 Senior Clerk	0.77	72,938	1.00	95,535
Total	2.31	\$329,135	3.00	\$429,787

According to Ms. Davis, funding for the new Office of SHARP is included in the FY 2018-19 and FY 2019-20 budget pending before the Board of Supervisors.¹

RECOMMENDATION

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

¹ Funding for the 1823 Senior Administrative Analyst and 1406 Senior Clerk positions were initially included in the Mayor’s budget for the Department of Public Health, and the Budget & Finance Committee reallocated the funding and positions to the Human Rights Commission. The Budget & Finance Committee added the 2991 HRC Coordinator position to the Human Rights Commission budget through the add-back process.



Emily M. Murase, PhD
Director

City and County of San Francisco
Department on the Status of Women



Mark E. Farrell
Mayor

Date: June 14, 2018
To: Supervisors Ahsha Safai, Norman Yee, & Catherine Stefani
From: Emily Murase, PhD, Director
Subject: Office of Sexual Harassment and Assault Response and Prevention Ordinance

The Department on the Status of Women welcomes the attention of the Board of Supervisors to improving the City's response to sexual assault and sexual harassment, and appreciates Supervisor Hillary Ronen's leadership on this issue. We offer the following feedback on the ordinance creating the Office of Sexual Harassment and Assault Response and Prevention Ordinance, which we have shared with Supervisor Ronen.

Building on Prior Initiatives to Address Sexual Assault

Sexual Assault Response Team (SART)

The existing SART meets to coordinate on specific sexual assault cases and identify system issues. Current members of the SART are the Police Department, District Attorney, San Francisco Women Against Rape, Rape Trauma Center and the Medical Examiner. The SART has not had dedicated staffing to work on systemic reform. Rather than creating a new initiative based at Human Rights Commission, it makes more sense to build out the existing SART, adding extra seats to allow for participation from survivors and other agencies, and give them staff to enable the deeper system reform work. The tasks envisioned in Sec. 12A.18, paragraphs (b)(5)-(6) at pages 4-5 of the Ordinance could all be performed by a staffed SART.

Safer Schools Sexual Assault Task Force

The Safer Schools Sexual Assault Task Force met for one year in 2016-2017, and published a report with 47 recommendations to the Board of Supervisors. Although the Department on the Status of Women requested to present the findings of the report to the Board in December 2017, the hearing has not yet been set. The primary recommendation of the Task Force was to fund staff so that an ongoing Task Force could meet to work on implementation of the recommendations. No such funding has yet been appropriated. The Office of Sexual Harassment and Assault Response (SHARP) Ordinance nowhere references the recommendations of the Safer Schools Sexual Task Force. One of the main functions of any City initiative to respond to sexual assault should start with the work that has been done, and strive to implement the Task Force recommendations.

Confidentiality Issues

While the ordinance attempts to address confidentiality for the SHARP office staff, it would be impossible for the City employees at Human Rights Commission to meet the qualifications of a “sexual assault counselor” pursuant to Evidence Code section 1035.2. Defense counsel would be able to subpoena SHARP records, and sunshine laws might require SHARP staff communications to be made public, as they do not meet the definition of working at an “office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault.” It would be problematic for survivors to have communications they believe are confidential but are not protected under the law.

Compromising Ongoing Investigation and Prosecution

By requiring an officer of the Police Department or a member of the District Attorney’s office to attend a meeting with the SHARP office and the complainant while an investigation is ongoing, the SHARP office may unintentionally compromise an ongoing investigation. SHARP meetings might be discoverable by defense counsel, which could compromise a prosecution case. Defendants would be able to cross examine survivors on their complaints to SHARP, which might also weaken a prosecution.

Need to Avoid Duplication and Multiple Systems for Survivors

One of the traumatizing aspects in the wake of a sexual assault can be the number of different systems that assault survivors must navigate to get support and justice. The proposed duties of the new Office of Sexual Harassment and Assault Response (SHARP) overlap with the existing responsibilities of several City Departments, and may create a confusing set of parallel processes for survivors. For example, the SHARP Office would have the power to receive complaints regarding any City Department’s response to sexual assault or sexual harassment, which would include complaints against the Police Department. The Department of Police Accountability (DPA) is responsible for investigating complaints against San Francisco police officers, making policy recommendations regarding police practices, and conducting periodic audits of the San Francisco Police Department. There are benefits to having all complaints against the Police Department tracked at DPA, so they can identify repeat complaints against the same officer, or trends in complaints. There should be some mechanism for require that DPA be notified of any complaints, while also avoiding duplicate interviews, etc. for survivors.

Similarly, the Department of Human Resources (DHR) is responsible for investigating complaints of sexual harassment committed by City employees, and SHARP would have overlapping powers to take complaints regarding sexual harassment. The DHR is required to report complaints of discrimination against women and sexual harassment to the Commission and Department on the Status of Women on a quarterly basis. The Commission and Department are responsible for monitoring reports of sexual harassment claims, making recommendations to the DHR concerning such complaints, and receiving regular reports of settlements involving employment discrimination, including sexual harassment from the City Attorney.

Conflicts with State Law

There are state laws that govern police officers and district attorneys that may conflict with provisions of this ordinance. This could set survivors up for false hopes that a City employee might be compelled to come to a meeting, when that employee could not be compelled to actually participate in a meaningful way.

Involvement of Commission/Department on the Status of Women

The Commission and Department on the Status of Women has a 40-year history addressing violence against women. The Commission and Department have the power to coordinate the City's efforts to establish a comprehensive response to violence against women and girls and to make recommendations and work with law enforcement agencies, the Board of Supervisors, Mayor, and City agencies and officials to develop programs and practices with respect to violence against women, sexual harassment, and discrimination against women and girls. The Commission and Department can also investigate and mediate incidents of discrimination against women. The responsibilities, powers, and duties of the Commission and Department specifically identify issues of sexual harassment and rape as under our jurisdiction due to their having a particular impact on women and girls, yet do not restrict our efforts based on sex and gender. Recent work by the Commission and Department on issues of human trafficking have been inclusive of men, trans, and gender-nonconforming individuals.

The Department has successfully helmed several interagency initiatives to improve San Francisco's criminal justice response to domestic violence; the Family Violence Council; and the Mayor's Task Force on Anti-Human Trafficking. Our Department has expertise working with other City agencies and community based agencies to improve our responses. We have expertise in publishing thorough reports which include data from various agencies on domestic violence, human trafficking, and most recently our Safer Schools Sexual Assault Task Force report. We admittedly have not had capacity to focus more on sexual assault, due to our small staff, and have requested additional staff to be able to concentrate on this issue.

Somera, Alisa (BOS)

From: Kandel, Minouche (WOM)
Sent: Tuesday, June 19, 2018 5:05 PM
To: Murase, Emily (WOM); Safai, Ahsha (BOS); Yee, Norman (BOS); Stefani, Catherine (BOS)
Cc: Meyer, Catherine (BOS); Sandoval, Suhagey (BOS); Ho, Tim (BOS); Low, Jen (BOS); Maybaum, Erica (BOS); Choy, Jarlene (BOS); Miller Hall, Ellie (BOS); Chung, Sharon (BOS); Gallagher, Jack (BOS); Newman, Elizabeth (WOM); Somera, Alisa (BOS)
Subject: DOSW: Proposed amendments to SHARP Ordinance
Attachments: DOSW amendments to SHARP Ordinance.docx

Members of the Rules Committee:

Following up with Director Murase's e-mail below, please find some suggested amendments from our Department in connection with the SHARP Ordinance.

Minouche

Minouche Kandel
Women's Policy Director
San Francisco Department on the Status of Women
25 Van Ness Avenue, Suite 240
San Francisco, CA 94102
(415) 252-3203
minouche.kandel@sfgov.org
Pronouns: She/her/hers

From: Murase, Emily (WOM)
Sent: Thursday, June 14, 2018 4:58 PM
To: Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>
Cc: Meyer, Catherine (BOS) <cathy.mulkeymeyer@sfgov.org>; Sandoval, Suhagey (BOS) <suhagey.sandoval@sfgov.org>; Ho, Tim (BOS) <tim.h.ho@sfgov.org>; Low, Jen (BOS) <jen.low@sfgov.org>; Maybaum, Erica (BOS) <erica.maybaum@sfgov.org>; Choy, Jarlene (BOS) <jarlene.choy@sfgov.org>; Miller Hall, Ellie (BOS) <ellie.millerhall@sfgov.org>; Chung, Sharon (BOS) <sharon.chung@sfgov.org>; Gallagher, Jack (BOS) <jack.gallagher@sfgov.org>; Newman, Elizabeth (WOM) <elizabeth.newman@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>; Kandel, Minouche (WOM) <minouche.kandel@sfgov.org>
Subject: DOSW: DOSW Feedback on Proposed SHARP Ordinance (Rules Cttee)

Members of the BOS Rules Committee:

In advance of Supervisor Ronen's SHARP Ordinance being heard at the Rules Committee, please find the feedback that our office has provided to Supervisor Ronen on this ordinance. Please feel free to contact me if you have any questions. Our Department would appreciate being notified when the ordinance is set for hearing. Thank you.

Emily

Emily M. Murase, PhD
Director
San Francisco Department on the Status of Women
25 Van Ness Ave, Ste 240

1 [Administrative Code - Office of Sexual Harassment and Assault Response and Prevention]

2

3 Ordinance amending the Administrative Code to establish, and to set rules governing
4 the appointment of the Director and the qualifications and duties of employees of, the
5 Office of Sexual Harassment and Assault Response and Prevention as a City

6 department under the direction and oversight of the Human Rights Commission, and in
7 collaboration with the Department on the Status of Women, which

8 Office shall be responsible for: 1) receiving complaints concerning the manner in
9 which any City department has responded or failed to respond to allegations of sexual
10 assault or sexual harassment, and assisting complainants in navigating within City
11 government to resolve those complaints; 2) compelling the attendance of City officers
12 or employees at meetings with complainants; 3) notifying relevant City departments of
13 any failure, in connection with a complaint of sexual assault or sexual harassment, to
14 perform a duty imposed by law, or to perform a promised act, or to respond reasonably
15 to the complainant's or Office's requests, or to otherwise fully and conscientiously
16 respond to the complainant's or the Office's concerns; and reporting to the Mayor and
17 the Board of Supervisors if any City department so notified fails to take timely and
18 adequate corrective action; 4) in certain cases, referring City officers and employees to
19 appropriate disciplinary authorities for possible professional or administrative
20 discipline; 5) requiring City departments to report aggregated or otherwise de-
21 identified information concerning the department's handling of allegations of sexual
22 assault and harassment; 6) engaging with community members to develop
23 recommendations for improving the City's efforts to combat sexual assault and
24 harassment, and making related recommendations to City policymakers; 7) making
25 regular reports to the Human Rights Commission; and 8) maintaining the

1 confidentiality of information required by law to be kept confidential, and respecting
2 complainants' wishes for confidentiality to the maximum extent permitted by law.

3
4 NOTE: Unchanged Code text and uncodified text are in plain Arial font.
5 Additions to Codes are in *single-underline italics Times New Roman font*.
6 Deletions to Codes are in ~~*strikethrough italics Times New Roman font*~~.
7 Board amendment additions are in double-underlined Arial font.
8 Board amendment deletions are in ~~strikethrough Arial font~~.
9 Asterisks (* * *) indicate the omission of unchanged Code
10 subsections or parts of tables.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. The Administrative Code is hereby amended by adding Section 12A.18, to
13 read as follows:

14 **SEC. 12A.18. OFFICE OF SEXUAL HARASSMENT AND ASSAULT RESPONSE AND**
15 **PREVENTION.**

16 (a) Creation of Office. There is hereby created the Office of Sexual Harassment and
17 Assault Response and Prevention, which shall be a City department under the authority and direction
18 of the Human Rights Commission, and which shall work in collaboration with the Department on the
19 Status of Women.

20 (b) Powers and Duties of Office. The Office of Sexual Harassment and Assault Response
21 and Prevention shall have the powers, and shall perform the duties, set forth in this subsection (b).

22 (1) The Office shall have the authority to receive complaints from any member of the
23 public concerning the manner in which any City department has responded, or has failed to respond, to
24 allegations that the complainant—or a person under the care or custody of the complainant—has been
25 a victim of sexual assault or sexual harassment. The Office shall promptly confirm receipt of all such
complaints, and shall work diligently to assist each complainant in navigating their way through City
government. In particular, the Office shall work diligently to assist each complainant in contacting

1 relevant City departments, and shall take all appropriate steps to encourage those City departments to
2 respond fully and conscientiously to the complainant's concerns. The Office shall treat each
3 complainant with dignity, professionalism, and compassion. For purposes of this Section 12A.18,
4 "City department" means any department, agency, office, or commission, or any other part of the
5 government of the City and County of San Francisco. It includes, but is not limited to, the Police
6 Department, the Office of the District Attorney, and the Department of Public Health.

7 (2) The Office shall have the power to compel the attendance of officers or
8 employees from any City department at meetings with the complainant, and may require that the
9 officers or employees who attend any such meetings have detailed knowledge of the complainant's
10 case. Attendance at such meetings shall be considered part of the officers' and employees' employment
11 with the City, for which they shall be compensated. Such meetings shall be scheduled at reasonable
12 times and locations that do not compromise the powers of the Office under this subsection (b)(2). Such
13 meetings shall be held within two weeks of the Office's request for a meeting, unless the Office, for
14 good cause shown, waives this requirement.

15 (3) In any instance in which the Office determines that any City department, or any
16 City officer or employee, has failed to perform a duty imposed by law in connection with a complaint of
17 sexual assault or sexual harassment, or has promised to perform an act and has failed to perform the
18 promised act, or has unreasonably failed to respond to the complainant's or Office's requests, or has
19 otherwise not fully and conscientiously responded to the complainant's or the Office's concerns, the
20 Office shall notify the relevant City department of such failure, in writing. If, after a reasonable period
21 of time as determined by the Office, not to exceed six weeks, the relevant City department has not
22 corrected such failure to the Office's satisfaction, the Office shall report this failure, in writing, to the
23 Mayor and the Board of Supervisors.

24 (4) In any instance in which the Office determines that there is a reasonable basis to
25 believe that any City officer or employee should be subject to any form of professional or

1 administrative discipline, the Office shall have the power to refer that officer or employee to any
2 appropriate disciplinary authority, which may include, but is not limited to:

3 (A) The officer or employee's appointing authority;

4 (B) The Department of Human Resources;

5 (C) For uniformed members of the Police Department, the Department of
6 Police Accountability; and,

7 (D) For holders of any professional license, the appropriate State licensing
8 authority.

9 Any City department that receives a referral from the Office shall promptly open an
10 investigation into the conduct for which the Office has referred the City officer or employee.

11 (5) The Office shall have the power to require any City department to report, at
12 times and in the manner of the Office's reasonable choosing, aggregated or otherwise de-identified
13 information concerning that department's handling of allegations of sexual assault and sexual
14 harassment. Such information may include, but is not limited to, the number of open cases involving
15 allegations of sexual assault and sexual harassment; the number of such cases resolved in particular
16 time frames; the ways in which such cases were resolved, and related information (including, but not
17 limited to, information about the age and number of cases reaching each particular kind of resolution);
18 the average time it takes the department to resolve each such case; information about the number and
19 age of unresolved cases; and the number and substance of complaints the department has received
20 (from members of the public, the Office, or any other source) regarding the department's handling of
21 allegations of sexual assault and sexual harassment. The Office may request assistance from the
22 Controller in obtaining the information described in this subsection (b)(5), and the Controller shall
23 cooperate with any such requests.

24 (6) The Office shall, at such times and in such ways as the Office deems most
25 effective, engage with members of the community (including, but not limited to, community

1 organizations dedicated to preventing or redressing sexual assault or sexual harassment) to explore
2 ways in which the City can improve its efforts to combat sexual assault and sexual harassment. The
3 Office shall collaborate with the Department on the Status of Women to develop recommendations for
4 improving the City's efforts to combat sexual assault and
5 sexual harassment (including, but not limited to, recommendations regarding education and training
6 for City officers and employees who handle allegations of sexual assault and sexual harassment), and
7 shall make reports about such recommendations to relevant City departments, the Mayor, and the
8 Board of Supervisors. Such reports shall include, but are not necessarily limited to, an annual report
9 to the Mayor, the Board of Supervisors, and all relevant City departments.

9 (7) In addition to the other reports described in this subsection (b), the Office shall
10 make regular reports to the Human Rights Commission. Subjects addressed by these reports may
11 include, but are not limited to, the Office's activities, the City's efforts to combat sexual assault and
12 sexual harassment, and proposed recommendations for improving the City's efforts to combat sexual
13 assault and sexual harassment (including, but not limited to, proposed recommendations regarding
14 education and training for City officers and employees who handle allegations of sexual assault and
15 sexual harassment).

16 (8) In fulfilling the powers and duties described in this subsection (b), the Office
17 shall maintain the confidentiality of information required by law to be kept confidential, and shall
18 respect the complainant's wishes for confidentiality to the maximum extent permitted by law. Nothing
19 in this subsection (b)(8) shall otherwise restrict the City's ability to maintain the confidentiality of
20 information where such confidentiality is permitted (but not required) by law.

21 (c) Appointment of Director. Before the Human Rights Commission submits nominations
22 for the position of Director of the Office pursuant to Section 4.102(5) of the City Charter, the
23 Commission shall first solicit recommendations regarding such nominations from a three-member
24 advisory committee, to be appointed by the Commission. One member of this advisory committee shall
25 be a sexual-assault survivor, another member of the committee shall be a person who has engaged in

1 community-based advocacy on behalf of survivors of sexual assault or sexual harassment, and the
2 remaining member shall be an academic whose scholarship has focused on issues relating to sexual
3 assault or sexual harassment. The advisory committee shall be empowered to review applications,
4 interview applicants, and recommend that the Commission nominate particular candidates for the
5 Director position. Any candidates so recommended by the advisory committee shall possess the
6 qualifications of a "sexual assault counselor" within the meaning of Section 1035.2 of the California
7 Evidence Code. The Commission shall consider any recommendations made by the advisory
8 committee, but nothing in this subsection (c) shall be construed to interfere with the Commission's
9 authority to make nominations of its choosing under Charter Section 4.102(5). If the Director does not
10 already possess the qualifications of a "sexual assault counselor" within the meaning of Section 1035.2
11 of the California Evidence Code at the time of appointment, the Director shall undergo at least 40
12 hours of training as a sexual assault counselor, in a manner consistent with Section 1035.2(a)(2) of the
13 California Evidence Code, within one year of appointment.

14 (d) Composition of Office. Subject to the budgetary and fiscal provisions of the Charter,
15 the Office shall be staffed by no fewer than the equivalent of three full-time employees; for purposes of
16 this requirement, the Director of the Office may be counted as the equivalent of a full-time employee.
17 At least one full-time employee, other than the Director, shall be responsible for interacting directly
18 with individual survivors of sexual assault and sexual harassment, and their advocates, to receive and
19 resolve individual complaints, consistent with subsections (b)(1)–(4). At least one other full-time
20 employee, other than the Director, shall be responsible for engaging with community-based
21 organizations and City departments to gather information, produce reports, and promote systemic
22 change in the City's policies and practices towards sexual assault and sexual harassment, consistent
23 with subsections (b)(5)–(7). All employees of the Office shall possess the qualifications of a "sexual
24 assault counselor" within the meaning of Section 1035.2 of the California Evidence Code.

25

1 (e) To complement the work of the Office, and subject to budgetary and fiscal provisions of
2 the Charter, the Department on the Status of Women shall have the equivalent of one full-time
3 employee to address broad ranging policy reform and system change in the area of sexual
4 assault and sexual harassment. The Office shall consult the Department on the Status of
5 Women on any policy recommendations it intends to propose pursuant to subsection (b)(6).

6 Powers and Duties of Human Rights Commission. In overseeing the Office, the
7 Human Rights Commission shall hold all the powers and duties set forth in Section 12A.5 of this
8 Administrative Code and Section 4.102 of the City Charter. This includes, but is not limited to, the
9 power to hold public hearings on any subject relevant to the Office. In holding any such public
10 hearing, the Commission shall maintain the confidentiality of information required by law to be kept
11 confidential, and shall respect a complainant's wishes for confidentiality to the maximum extent
12 permitted by law, in a manner consistent with subsection (b)(8).

13 (f) Services Available to City Employees. City employees shall be able to submit
14 complaints to, and use the services of, the Office on the same terms as other members of the public, but
15 nothing in this Section 12A.18 shall alter the City's existing procedures (including, but not limited to,
16 procedures established or administered by the Department of Human Resources) for handling
17 complaints of sexual assault or sexual harassment in the City's capacity as an employer.

18 (g) Language Access. The Office shall comply with Chapter 91 of the Administrative Code,
19 the Language Access Ordinance.

20 (h) Construction with Other Laws. Nothing in this Section 12A.18 shall be construed to
21 conflict with any State or Federal law, or with any provision of the City Charter. In particular, nothing
22 in this Section shall be construed to interfere with the investigative and prosecutorial functions under
23 State law of the District Attorney and the Sheriff, or to compromise the rights of peace officers under
24 California Penal Code Section 832.7 or the Public Safety Officers Procedural Bill of Rights Act,
25 California Government Code Sections 3300 et seq.

26 (i) Undertaking for the General Welfare. In enacting and implementing this Section
27 12A.18, the City is assuming an undertaking only to promote the general welfare. It is not assuming,
28 nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money
29 damages to any person who claims that such breach proximately caused injury.

1 (i) Severability. If any section, subsection, sentence, clause, phrase, or word of this Section
2 12A.18, or any application thereof to any person or circumstance, is held to be invalid or
3 unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the
4 validity of the remaining portions or applications of the Section. The Board of Supervisors hereby
5 declares that it would have enacted this Section, including each and every subsection, sentence, clause,
6 phrase, and word not declared invalid or unconstitutional, without regard to whether any other portion
7 of this Section or application thereof would be subsequently declared invalid or unconstitutional.

8
9 Section 2. Effective Date. This ordinance shall become effective 30 days after
10 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
11 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
12 of Supervisors overrides the Mayor's veto of the ordinance.

13
14 APPROVED AS TO FORM:
15 DENNIS J. HERRERA, City Attorney

16 By: _____
17 MATTHEW LEE
18 Deputy City Attorney

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23
24
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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Sheryl Evans Davis, Director, Human Rights Commission
William Scott, Police Chief, Police Department
Vicki Hennessy, Sheriff, Sheriff's Department
George Gascón, District Attorney, Office of the District Attorney
Jeff Adachi, Public Defender, Office of the Public Defender
Barbara A. Garcia, Director, Department of Public Health
Micki Callahan, Director, Department of Human Resources
Ben Rosenfield, City Controller, Office of the Controller

FROM: *ll*
fn Alisa Somera, Legislative Deputy Director
Rules Committee

DATE: May 18, 2018

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Ronen on May 8, 2018:

File No. 180480

Ordinance amending the Administrative Code to establish, and to set rules governing the appointment of the Director and the qualifications and duties of employees of the Office of Sexual Harassment and Assault Response and Prevention (Office) as a City department under the direction and oversight of the Human Rights Commission, which Office shall be responsible for: 1) receiving complaints concerning the manner in which any City department has responded or failed to respond to allegations of sexual assault or sexual harassment, and assisting complainants in navigating within City government to resolve those complaints; 2) compelling the attendance of City officers or employees at meetings with complainants; 3) notifying relevant City departments of any failure, in connection with a complaint of sexual assault or sexual harassment, to perform a duty imposed by law, or to perform a promised act, or to respond reasonably to the complainant's or Office's requests, or to otherwise fully and conscientiously respond to the complainant's or the Office's concerns,

and reporting to the Mayor and the Board of Supervisors if any City department so notified fails to take timely and adequate corrective action; 4) in certain cases, referring City officers and employees to appropriate disciplinary authorities for possible professional or administrative discipline; 5) requiring City departments to report aggregated or otherwise de-identified information concerning the department's handling of allegations of sexual assault and harassment; 6) engaging with community members to develop recommendations for improving the City's efforts to combat sexual assault and harassment, and making related recommendations to City policymakers; 7) making regular reports to the Human Rights Commission; and 8) maintaining the confidentiality of information required by law to be kept confidential, and respecting complainants' wishes for confidentiality to the maximum extent permitted by law.

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: alisa.somera@sfgov.org.

c: Rowena Carr, Police Department
Asja Steeves, Police Department
Theodore Toet, Sheriff's Department
Katherine Gorwood, Sheriff's Department
Nancy Crowley, Sheriff's Department
Cristine Soto DeBerry, Office of the District Attorney
Maxwell Szabo, Office of the District Attorney
Greg Wagner, Department of Public Health
Naveena Bobba, Department of Public Health
Sneha Patil, Department of Public Health
Susan Gard, Department of Human Resources
Carol Isen, Department of Human Resources
Todd Rydstrom, Office of the Controller

Print Form

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO
 2018 MAY -8 PM 4:48
 Time stamp
 or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Supervisor Ronen, Stefani, Kim, Fewer, Cohen, Tang, Sheehy, Safai, Yee, Breed, Peskin

Subject:

[Administrative Code - Office of Sexual Harassment and Assault Response and Prevention]

The text is listed:

Please see attached ordinance.

Signature of Sponsoring Supervisor:

Kelly Rene

For Clerk's Use Only

