

A
18-084
04/20/18

Preventing Workplace Harassment Training (Re-issue DB 16-070)

All sworn and non-sworn members shall complete the City's online "Preventing Workplace Harassment" training. While this training was initially developed and mandated for supervisors and managers to complete by December 31, 2017, it is relevant to all members. Completing the training will help identify and avoid conduct that could constitute discrimination, harassment and retaliation under federal, state and local law. The training provides information on employees' and supervisors' rights and responsibilities with regard to equal employment opportunity, and provides important information on City policy regarding the treatment of co-workers and the public.

Sworn supervisors (sergeants and above) and civilian supervisors who recently completed the training (per DB 17-238) do not have to re-take this course at this time.

All sworn and non-sworn members who have not yet taken the 2017 training shall complete it no later than **May 15, 2018**. They can access the training using the following link:


<https://slate.workplaceanswers.com/ccsf/>

Accessing and Completing the Training

Members should allocate between 2 and 2.5 hours to complete the training and no overtime is authorized. The training can be completed at your own pace, which means you can stop and then resume where you left off at any time. There is a two hour time requirement, and you will not receive the Certificate of Completion unless you meet this time requirement.

To log into the training course, you will need your Disaster Service Worker (DSW) number; see the attached login instructions (Attachment A).

Completed certificates shall be forwarded to the member's Training Coordinator for entry in HRMS. The Training Coordinator shall enroll the member into SF077B, Preventing Workplace Harassment Training and then check the member off as "Completed." Original certificates should be maintained at the unit or member level. If you have any questions regarding the training, please contact [REDACTED]


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.

ACCESSING THE 2017 PREVENTING WORKPLACE HARASSMENT – SAN FRANCISCO SUPERVISORS TRAINING

STEP 1: LOGGING IN TO THE TRAINING COURSE

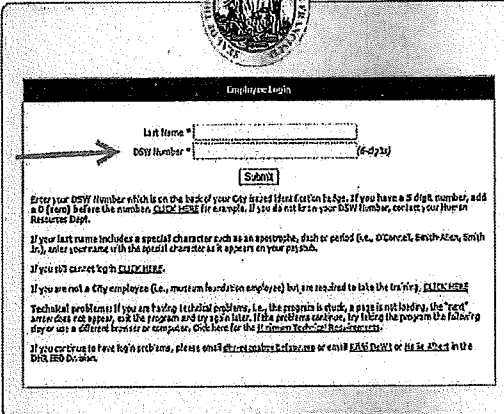
To access the login screen, click on the link below or open your internet browser and copy the link into the browser's address field.

- Make sure an updated Adobe Flash Player is installed.
- If using Internet Explorer, make sure it is at least version 11.
- If you encounter problems using a browser, i.e., Internet Explorer, please try Chrome or Firefox.

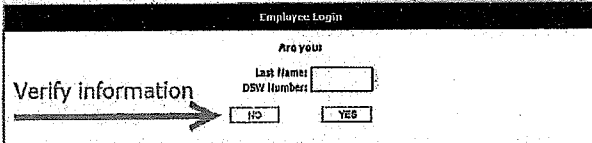
<https://slate.workplaceanswers.com/ccsf/>

You will see the following "Employee Login" screen:

If you have a 5 digit DSW#, you must add 0 (zero) before your DSW# to access the training

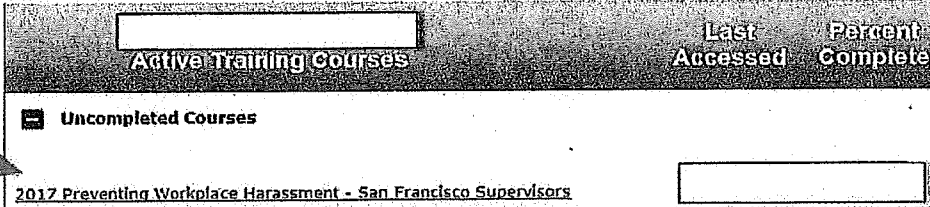


Verify login information.



STEP 2: ACCESSING THE 2017 PREVENTING WORKPLACE HARASSMENT COURSE

Select the course.



Certificate of Completion

After completing the course, you will be prompted to "Retrieve Certificate of Completion" and to print the certificate. Give the certificate to your Department Human Resources staff for placement in your personnel file.

Assistance

If you encounter problems with the course, please email [REDACTED]