

EXHIBIT 1



CITY OF CARSON COUNCIL POLICY & PROCEDURE

1015
0915

NUMBER: 7.02

SUBJECT

WORKPLACE VIOLENCE
PREVENTION POLICY

ORIGINAL ISSUE:

EFFECTIVE:

NEW

7/1/2024

CURRENT ISSUE:

EFFECTIVE:

07/01/2024

7/1/2024

ORIGINATING DEPARTMENT

HUMAN RESOURCES

SUPERCEDES:

RISK MANAGEMENT

NEW

PUBLIC SAFETY

I. PURPOSE AND SCOPE

The City of Carson’s (“City”) Workplace Violence Prevention Plan (“WVPP” or “Plan”) addresses the hazards known to be associated with the four (4) types of workplace violence as defined by the law. The City is committed to providing a safe workplace free from violence and threats of violence. It is the City’s aim to maintain a violence-free working environment and, as such, has implemented the following guidelines for its employees to follow aimed at preventing and reporting workplace violence. All employees are required to comply with this Plan. Failure to comply may lead to discipline, including, but not limited to, termination of employment (Per Personnel Rule XIV: Disciplinary Procedures).

II. GENERAL

- A. Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- B. Log: The violent incident log required by Labor Code section 6401.9.
- C. Plan: The workplace violence prevention plan required by Labor Code section 6401.9.
- D. Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- E. Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- F. Workplace Violence: Any act of violence or threat of violence that occurs in a place of

employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 Violence: Workplace violence directed at employees by customers, clients, students, volunteers, parents and/or guardians, or visitors.

Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 Violence: Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

- G. Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.
- H. Harassment: Unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history).

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.
 - Imitation Weapon: Any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.

Imitation firearm also includes, but is not limited to, a protective case for a cellular telephone that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the case is a firearm.

- Intimidation: Inspiring fear in a person or inhibiting speech or action of a person by a show, promise or threat of force.
- Restraining Order: A court order that can protect someone from being physically or sexually abused, threatened, stalked, or harassed.
- Retaliation: Behavior or conduct that is intended to punish or discriminate against an individual who files a complaint in good faith or who assists or participates in a workplace investigation.
- Threat Assessment Team: City implemented team consisting of City Department Directors, or designees from the Human Resources, Risk Management and Public Safety Departments, the City Attorney’s Office, and the Los Angeles County Sheriff’s Department.
- Weapon: An instrument, article or substance which, under the circumstances in which it is used, or threatened to be used, is capable of causing physical injury or death; any physical object which meets the criteria outlined in the City of Carson Municipal Code Section 4300.
- Workplace: Any place City business is conducted, including, but not limited to, City buildings and property, City vehicles, private vehicles used to conduct City business, other assigned work locations and off-site training.

Responsibility

The Human Resources Director, or designee, has the authority and responsibility for implementing the provisions of this plan for the City. If there are multiple people responsible for the plan, their roles will be clearly described. Managers and department leads are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the Plan.

Job Title/Position	WVPP Responsibility	Phone #
Human Resources Director	Overall responsibility for the plan; approves the final plan and any major changes. Responsible for employee involvement and training; updates training materials and handles any reports of workplace violence.	(310) 952-1735

Risk Manager	Responsible for employee involvement and training; organizes safety meetings, updates training materials, and handles any reports of workplace violence in coordination with City's Injury and Illness Prevention Plan ("IIPP") and recovery process;	(310) 952-1764
Head of Public Safety	Responsible for emergency response, hazard identification, and recovery process; Responsible for employee involvement and training; updates training materials and any reports of workplace violence.	(310) 952-1788

Employee Active Involvement

The City ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence by conducting safety meetings aimed at the identification of workplace violence-related concerns/hazards, evaluation, and remediation.
 - Designing and implementing training sessions relevant to identifying a threat of violence or assault and the City's reporting policy and procedure.
 - Reporting and investigation workplace violence incidents based on the City's internal reporting procedures.
- Management will ensure that all workplace violence policies and procedures within this written Plan are clearly communicated and understood by all employees. Managers and department leads will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. These policies include the following: Injury and Illness Prevention Plan ("IIPP").
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Employee Compliance

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of City's WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace in writing or in person by the employee's department head or designee.
- Discipline employees for failure to comply with this Plan in accordance with the City's discipline policy as outlined within the City's Personnel Rules.

Communication With Employees

We recognize that open, two-way communication between City's management and staff about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns by developing open channels of communication and ensuring all employees are properly trained regarding warning signs of workplace violence.
- Posted or distributed workplace violence prevention information.
 - How employees can report a violent incident, threat, or other workplace violence concern directly to the City or law enforcement without fear of reprisal or adverse action or anonymous reporting through STOPit application.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and

any corrective actions taken.

- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

Workplace Violence Incident Reporting Procedure

The City will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the Human Resources Director or their designee. This will be accomplished by phone call, email, in-person reporting or through the STOPit application.
- Employees can report incidents to their supervisor, HR, or through an anonymous hotline. The hotline could be a dedicated phone number or an online form.
 - Workplace Violence Reporting Hotline:
<https://appweb.STOPitsolutions.com/login/External411>; Access code: External411
 - Workplace Violence Reporting form: Attached herein as Attachment A "Violent Incident Log."

*A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

Emergency Response Procedures

The City has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through the use of city issued email addresses and the intercom system at City Hall.
- City will have in place evacuation plans and maps.
- The City will post information relevant to how to obtain assistance from response staff, security personnel and local law enforcement in common areas. If there is an immediate danger, employees are to call for emergency assistance by dialing 9-1-1 and then notify the Human Resources Director or their designee, where practicable.

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by the City to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the Plan is first established, after each workplace violence incident, and whenever the City is made aware of a new or

previously unrecognized hazard.

- Review all submitted/reported concerns of potential hazards on an as-needed basis and whenever there is an incident or reported possibility of an incident.

Periodic Inspections

Periodic inspections of workplace violence hazards will occur with the aim of identifying unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at least annually by the Threat Assessment Team.

Periodic Inspections to identify and evaluate workplace violence and hazards will be performed and findings will be reported to the Threat Assessment Team. The following designated personnel will conduct inspections and evaluations in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Human Resources Director or designee	Human Resources Department
Risk Manager or designee	Risk Management Department
Head of Public Safety or designee	Public Safety Department

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective and accessible escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.

- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms.
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner by the Threat Assessment Team, or the Human Resources Director or their designee. The City will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees needed to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Enhance security by:
 - Making the workplace unattractive to robbers by:
 - Improving lighting around and at the workplace.
 - Posting of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.

- Utilizing surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Hiring security guards and having them patrol the workplace interior and perimeter.
 - Installing security surveillance cameras in and around the workplace.
 - Providing adequate and appropriate workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Posting emergency telephone numbers for law enforcement, fire, and medical services.
 - Controlling, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Installing effective systems to warn others of a violent danger or to summon assistance, e.g., alarms.
- Ensuring employees have access to a telephone with an outside line. Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improving how well our establishment's management and employees communicate with each other.
 - Implementing and adhering to procedures for reporting suspicious persons, activities, and packages.
 - Providing and reviewing employee, supervisor, and management training on emergency action procedures.
- Ensuring adequate employee escape routes.
- Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence through de-escalation training. At management discretion, the City may designate additional training as required.

- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence through Personnel Rule XIV Disciplinary Procedures.
- Establishing a policy for prohibited practices such as the No Weapons Policy.
- Limiting the amount of cash on hand and using time access safes for large bills.

Procedures for Post Incident Response and Investigation

After a workplace incident, the Threat Assessment Team will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and take the necessary corrective action(s) to prevent similar incidents from occurring.
- Obtain any reports completed by law enforcement.
- The Violent Incident log (Exhibit A) includes information such as:
 - The date, time, and location of the incident.
 - The workplace violence type(s) involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside of the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal Attack.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the violent incident log, including their name, job title, and the date completed.
- Reviewing all previous incidents; and
- Offer staff individual trauma counseling resources.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Training and Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the Plan.

- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The City will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The City's WVPP, how to obtain a copy of the City's plan at no cost, and how to participate in development and implementation of the City's plan.
- How to report workplace violence incidents or concerns to the City or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the City has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violence incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the City has for interactive questions and answers with a person knowledgeable about the City's plans.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.
- Note: The City shall use training materials appropriate in content and vocabulary to the educational level, literacy, and language of its employees.

Employee Access to the Written WVPP

The City ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. Documents will be accessible on the City's intranet and a hardcopy will be provided upon request to the Human Resources Director or their designee.

Recordkeeping

The City will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of person(s) conducting the training.
 - Names and job titles of all people attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by the law, shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access to Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Review and Revision of the WVPP

The City's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the "Employee Active Involvement" section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness.

- Review of the City's WVPP should include, but is not limited to:
 - A review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

Employer Reporting Responsibilities

As required by law, the City will immediately report to Cal/OSHA any serious injury or illness or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Employee Assistance Program

The City maintains an Employee Assistance Program (EAP), which provides help to employees and families who suffer from personal or emotional issues. The EAP provides professional counseling on a strictly confidential basis. The City encourages its employees to seek professional help for any personal issues involving interpersonal problems or anger management issues that may arise. Employees are to reach out directly to Human Resources for provider information.

Attachment A
Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- **Information provided by the employees who experienced the incident of violence.**
- **Witness statements.**
- **All other investigation findings.**

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other

object.

- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

III. **PROCEDURE**

- Not applicable

IV. **EXCEPTION**

No exceptions shall be made to this policy.

V. **BY THE AUTHORITY OF THE CITY COUNCIL, AS APPROVED ON**

_____ Date

_____ Agenda Item No.