

[DSW Training and Reporting and Employee Contact Information.]

**Ordinance requiring departments to update employee contact information and report annually on the status of required Disaster Service Worker Training.**

Note: This entire section is new.


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

Section 1. The San Francisco Administrative Code is hereby amended by adding Section 7.20, to read as follows:

Section 7.20: Disaster Service Worker Training, Reporting and Contact Update

All City departments shall ensure that their staffs have completed personal preparedness training by December 31, 2008. All City departments shall ensure that their staffs have completed both the Department of Human Resources Disaster Service Worker (DSW) and any federally required National Incident Management System (NIMS) and Incident Command Systems (ICS) training no later than December 31, 2008. All City Departments shall annually update the contact information of all employees including home phone, personal cell phone, work phone(s), home address, work address and worker skill sets. Further, departments shall ensure that employee contact information, skill sets, required NIMS/ICS compliance and DSW training compliance data is entered into the designated Citywide Human Resource Management System each year no later than June 30. Departments shall report compliance with this section annually as part of the Performance Goals Reporting and Evaluation required by Administrative Code Chapter 88.

1 APPROVED AS TO FORM:  
2 DENNIS J. HERRERA, City Attorney

3 By:   
4 Vicki Clayton  
5 Deputy City Attorney  
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# City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

## Tails

## Ordinance

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**File Number:** 080774

**Date Passed:**

Ordinance requiring departments to update employee contact information and report annually on the status of required Disaster Service Worker Training.

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July 29, 2008 Board of Supervisors — PASSED ON FIRST READING

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

August 5, 2008 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 080774

I hereby certify that the foregoing Ordinance  
was FINALLY PASSED on August 5, 2008  
by the Board of Supervisors of the City and  
County of San Francisco.

8.7.08

Date Approved

*Angela Calvillo*

Angela Calvillo  
Clerk of the Board

*Mayor Gavin Newsom*