



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**NOTICE OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 2, 2024 3:30 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:

Santa Clara County Fairgrounds
334 Tully Rd.
San Jose, CA 95111

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/87646214722>

TO ATTEND BY PHONE: 1+(669) 444-9171 or 1+(719) 359-4580 **WEBINAR ID:** 876 4621 4722

Download the Agenda Packet and Materials at www.todb.ca.gov

Internal Operations Committee Members

Chair Michael Callahan
Vice-Chair Kevin Graves

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Internal Operations Committee DRAFT Meeting Minutes of August 21, 2023.

D. DISCUSSION ITEMS

1. Discussion and Possible Feedback Regarding the Town of Discovery Bay Board Policy No. 035 - Violence Prevention Plan.
2. Discussion and Possible Feedback Regarding the Town of Discovery Bay Board Policy No. 036 – Site Visitation.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE SPECIAL MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 21, 2024 5:30 P.M.**

Internal Operations Committee Members

Chair Kevin Graves
Vice-Chair Michael Callahan

A. ROLL CALL

1. Called business meeting to order 5:30 p.m.
2. Roll Call was taken, and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Internal Operations Committee DRAFT Meeting Minutes of December 6, 2023.

Vice-Chair Callahan made a Motion to Approve the December 6, 2023 Draft Minutes.
Chair Graves seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. DISCUSSION ITEMS

1. Discussion Regarding the Board Policy #002 – Bylaws.

Presented by General Manager Dina Breitstein.

- Staff has worked on updating Policy #2 Bylaws.
- Staff proposes changing Section 2A, which applies to Water and Wastewater Committee Members.
- Changes state that the senior committee member shall have first choice option to either remain on the committee for an additional two-year term or to participate in the selection.
- The first reason for the proposed change is the committee members' existing understanding of current Water and Wastewater projects that is necessary due to long term technically challenging projects.
- The second reason for the proposed changes is training and knowledge sharing. It is vital for the staff to ensure ongoing participation of a senior committee member when handling complex problems.
- The third reason for the proposed change is board advisory responsibility. It is advantageous for both the board and staff to retain an experienced committee member as the board depends on the committee to make informed decisions regarding capital improvement projects.

The Committee agrees with the proposed changes and agrees to bring forward to a future Board of Directors Meeting.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. Adjourned at 5:36p.m. to the next Internal Operations Committee Meeting at the Community Center located at 1601 Discovery Bay Boulevard.

DRAFT



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Feedback Regarding the Town of Discovery Bay Board Policy No. 035 - Violence Prevention Plan.

Meeting Date: October 2, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Move to present the Town of Discovery Bay Board Policy No. 035 - Violence Prevention Plan at a future board meeting.

EXECUTIVE SUMMARY:

Starting July 1, 2024, [SB 553 \(Cortese\)](#) of 2023 mandates most employers, with limited exceptions, to establish, implement, and maintain a workplace violence prevention plan. Key requirements of SB 553 include maintaining logs of violent incidents, providing specific training, and conducting periodic reviews of the prevention plan. Moreover, this legislation empowers authorized employee representatives to pursue temporary restraining orders (TROs) on behalf of employees who have faced violence at work.

This advisory focuses on the new workplace violence prevention requirements, which are required for most employers. The legislation places a strong emphasis on actively involving employees and employee representatives in the process.

The primary components include:

- Conducting a hazard assessment to identify workplace violence exposures.
- Developing and implementing a written plan.
- Logging all workplace violent incidents.
- Conducting employee training.

Hazard Assessment

A hazard assessment must be conducted to identify and evaluate the workplace to help identify situations that may place employees at risk of workplace violence.

The Hazard Assessment & Correction form will assist the District with:

- Identifying risk factors that may increase the District's vulnerability to workplace violence events.
- Identifying physical and process vulnerabilities.
- Developing a corrective action program.

Workplace Violence Prevention Plan

The written plan can be stand-alone or included in the District’s Injury & Illness Prevention Program.

It must include the following elements:

- Person(s) responsible for implementing the program.
- Process for how employees and employee representatives will be involved.
- Methods to coordinate the program with other employers, where applicable.

Attached for review is a draft copy of the Town of Discovery Bay Board Policy No. 035 - Violence Prevention Plan and associated draft documents.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None

ATTACHMENTS:

1. Draft Board Policy No.035 – Violence Prevention Plan.
2. Draft WPV Hazard Assessment Form.
3. Draft WPV Incident Log.
4. Draft WPV Training Sign-In Sheet.



Town of Discovery Bay

Program Area: Administrative	Policy Name: Violence Prevention Plan	Policy Number: 035
Date Established: October	Date Amended:	Resolution: 2024-

VIOLENCE IN THE WORKPLACE

Section 1.1. Statement of Policy. The Town recognizes that workplace violence is a concern among employers and employees across the country. The Town is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client or visitor. In this regard, the Town strictly prohibits employees, consultants, customers, visitors, or anyone else on Town premises or engaging in a Town-related activity from behaving in a violent or threatening manner. Moreover, the Town seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

Town policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (“Plan”) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6401.9. This written Plan is under the control of the General Manager.

An employee teleworking from a location of the employee’s choice, which is not under the control of the Town, is exempt from these requirements.

Section 1.2. Workplace Violence Defined. Workplace violence is any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to the following:

- A. 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.
- B. An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects such as weapons, regardless of whether the employee sustains an injury.
- C. The following workplace violence types are:
 - (1) **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.

(2) **Type 2 Violence:** Workplace violence directed at employees by customers, clients, patients, students or visitors.

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

(4) **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.

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

Section 1.3. Responsibility and Authority

Workplace Violence Prevention Plan Administrator: The General Manager is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors: Responsibilities include implementing the Plan in their respective work areas; providing input to the Administrator regarding the Plan; participating in investigations of workplace violence reports; and answering employee questions concerning this Plan.

Employees: Responsibilities include complying with the Plan; maintaining a violence-free work environment; attending all training; following all directives, policies, and procedures; and reporting suspicious persons in the area and alerting the proper authorities when necessary.

Section 1.4. Employee Active Involvement. The Town ensures that the following policies and procedures to obtain the active involvement of employees in developing and implementing the Plan.

A. Management will work with and allow employees to participate in:

1. Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees to discuss the identification of workplace related concerns and hazards, and to evaluate the concerns to identify corrective action.
2. Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
3. Reporting and potentially assisting in the investigation of workplace violence incidents.

B. If any employee observes or becomes aware of any threats or acts of workplace violence or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify a supervisor or the General Manager or Human Resources (“HR”) or other proper authority immediately. It is against policy to retaliate against any employee who in good faith reports a threat or act of workplace violence.

C. Employees should notify the General Manager if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Section 1.5. Compliance. The General Manager is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques may be used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan and recognizing employees who demonstrate safe work practices that promote elements of the Plan.
- Disciplining employees who fail to comply with the Plan requirements.

Section 1.6. Communication. Effective communication concerning workplace violence is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence information between management and staff:

- New employee orientation includes workplace violence prevention policies and procedures.
- Periodic workplace violence prevention training.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Employees will not be prevented from accessing their mobile phone or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employee 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.

Section 1.7. Coordination with Other Employers. The following procedures will be implemented to coordinate the Plan with Veolia and other employers on Town property to ensure their respective roles are understood:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

- At a multiemployer worksite, the Town will ensure that if our employees experience a workplace violence incident, the Town will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Section 1.8. Emergency Response Procedures. The Town's Workplace Violence Emergency Response Scenarios & Procedures will be site specific and discussed in interactive employee training sessions. Response scenarios and procedures are to be kept confidential from the public.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. This may include calling 911 to reach a first responder and/or immediately notifying a manager, supervisor, General Manager and/or HR.

Upon being notified of a workplace violence emergency, the General Manager or designee will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Section 1.9. Workplace Violence Hazard Assessment: A workplace violence hazard assessment will be conducted by the General Manager or designee utilizing the Workplace Violence Prevention Hazard Assessment Form. An annual review of the past year's workplace violence incidents will be conducted. This form is kept separate from this Plan and maintained in HR. Inspections are performed according to the following schedule:

- When the Plan is first established, then periodically thereafter.
- When new or previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace violence hazards will be evaluated and corrected or mitigated to the extent reasonably practical and appropriate. All corrective or mitigated actions taken will be documented.

Section 1.10. Post Incident Response and Investigation: All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. The investigation may include 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.
- Complete the Violent Incident Log for every workplace violence incident.
- Obtain any relevant reports.

Section 1.11. Training and Instruction: All employees, including managers and supervisors, will have training and instruction on workplace violence prevention. Training will occur when the Plan is first established, when hired, and periodically thereafter. Training will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns without fear of reprisals.
- Workplace violence risks that employees may encounter in their workplace.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- Information on the Town's Employee Assistance Program.
- Employee interactive question and answer period.
- Scenarios and response procedures.

Section 1.12. Discipline. If the Town determines that workplace violence or retaliation for reporting workplace violence has occurred, the Town will take appropriate action and may impose discipline on offending employees up to and including termination. If the violent behavior is that of a non-employee, the Town will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Section 1.13. Recordkeeping: Workplace violence incident logs will be maintained for (5) five years. No incident log shall contain medical information. Each employee's training record will be maintained for a minimum of (1) one year. Records of training conducted shall be created and maintained for a minimum of (1) one year and include training date(s), contents or summary of the training, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training. Records shall be kept in HR.

Section 1.14. Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries: The Town will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness (including any due to workplace violence) of an employee occurring at the workplace or in connection with any employment. A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation.
- Amputation.
- Loss of an eye.
- Serious degree of permanent disfigurement.

I acknowledge that I have received and reviewed this Workplace Violence Prevention Plan and I acknowledge that I have had the opportunity to meet with a supervisor to answer my questions and clarify any areas I do not understand.

Date: _____ Employee's Signature: _____

Employee's Name _____

DRAFT



WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & MITIGATION FORM

Site Location: _____

Assessor: _____ Title: _____ Date Completed: _____

This checklist is designed to evaluate a workplace site and help identify situations that may place employees at risk of workplace violence. Provide comments regarding any corrective and/or mitigation measures taken. This document is not for public release and must be retained for at least one (1) year.

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
1			Does staff have contact with the public?	
2			Does staff exchange money with the public?	
3			Does staff work alone?	
4			Is the workplace often understaffed?	
5			Is the workplace located in an area with a high crime rate?	
6			Does staff enter areas with high crime rates?	
7			Does staff have mobile workplaces?	
8			Does staff perform public safety functions that might put them in conflict with others?	
9			Does staff perform duties that may upset people?	
10			Does staff work with people known or suspected to have a history of violence?	
11			Do any employees have a history of threats of violence?	
12			Are employee ID badges required?	
13			Are employees notified of past workplace violence events?	
14			Are trained security personnel or staff accessible to employees?	

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
15			Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
16			Are areas where money is exchanged visible to others?	
17			Is a limited amount of cash kept on hand with appropriate signage?	
18			Could someone hear an employee who called for help?	
19			Do employees have a clear line of sight of visitors in waiting areas?	
20			Do areas used for client or visitor interviews allow co-employees to observe problems?	
21			Are waiting and work areas free of objects that could be used as weapons?	
22			Is furniture in waiting and work areas arranged to prevent employee entrapment?	
23			Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
24			Are private, locked restrooms available for employees?	
25			Do employees have a secure place to store personal belonging?	
26			Do employees feel safe walking to and from the workplace?	
27			Are the entrances to the building clearly visible from the street?	
28			Is the area surrounding the building free of bushes or other hiding places?	
29			Are security personnel provided outside the building?	
30			Is video surveillance provided outside the building?	
31			Is there enough lighting to see clearly?	
32			Are all exterior walkways visible to security personnel?	

	Y	N	RISK FACTORS	CORRECTIVE AND/OR MITIGATION MEASURES
33			Is there a nearby parking lot reserved for staff?	
34			Is the parking lot attended and secure?	
35			Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
36			Is there enough lighting to see clearly?	
37			Are security escorts available?	
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TOWN OF DISCOVERY BAY WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace and maintained for (5) Five Years

Incident ID #*:	Date and Time of Incident:	Department:
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** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.*

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
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Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Fatality	<input type="checkbox"/> Other: _____	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other: _____

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other: _____

Consequences of incident:

Law enforcement contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any visible injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Feedback Regarding the Town of Discovery Bay Board Policy No. 036 – Site Visitation.

Meeting Date: October 2, 2024

Prepared By: Dina Breitstein, General Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Move to present the Town of Discovery Bay Board Policy No. 036 - Site Visitation at a future board meeting.

EXECUTIVE SUMMARY:

Purpose of Site Safety, Security, and Violence Prevention Introduction

The purpose of the Town of Discovery Bay District Site Visitation Policy is to ensure the safety, security, efficiency, and operational workflow at the Town of Discovery Bay (“District”) facilities, buildings, and work sites by establishing procedures for visitors, including elected officials, vendors, contractors, media, unassigned employees, tours, and guests.

Importance of Site Safety and Security

The policy plays a vital role in ensuring the safety and security of District facilities, employees, and visitors. It aims to prevent potential acts of violence, theft, vandalism, and misuse of District assets. By establishing clear procedures for visitors, the policy helps maintain a safe and productive work environment for staff.

Efficiency and Operational Workflow

By regulating visitor access and interactions with staff, the policy ensures that employees can complete their work in a safe and timely manner without distraction. This contributes to the overall efficiency and operational workflow at District facilities.

Consistent and Reliable Communication

The policy also emphasizes the importance of consistent and reliable communication with visitors. By handling inquiries and concerns through appropriate channels, the District can maintain clear and effective communication with all stakeholders.

Preparation for Visitor Safety

Another key aspect of the policy is the timely preparation to ensure visitor safety. By establishing procedures for visitor entry and providing guidelines for emergency situations, the District can proactively address safety concerns and prevent potential incidents.

The Town of Discovery Bay District Site Visitation Policy serves as a crucial framework for ensuring site safety, security, and violence prevention. By establishing clear procedures for visitors and emphasizing the importance of communication and preparation, the policy contributes to the overall well-being and efficiency of District facilities.

FISCAL IMPACT: N/A

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

None

ATTACHMENTS:

1. Draft Board Policy No.036 – Site Visitation Policy.



Town of Discovery Bay

Program Area: Administration	Policy Name: District Site Visitation Policy	Policy Number: 036
Date Established: DATE	Date Amended: N/A or DATE	Resolution: 2024-

DISTRICT SITE VISITATION POLICY

PURPOSE

The purpose of the Town of Discovery Bay District Site Visitation Policy is to ensure the safety, security, efficiency, and operational workflow at the Town of Discovery Bay (“District”) facilities, buildings, and work sites by establishing procedures for visitors which include elected officials, vendors, contractors, media, unassigned employees, tours, and guests. This Policy is vital to ensure that: staff can complete their work in a safe and timely manner without distraction; employee responses to questions, concerns or other inquiries are handled through appropriate channels; communications with visitors are consistent and reliable; District assets are safeguarded from theft, vandalism, and misuse; timely preparations can be made to ensure visitor safety; and District sites are protected against harmful acts.

POLICY STATEMENT

All individuals, unless specifically prohibited, are welcome during regular business hours to visit District facilities, buildings, and work sites in those areas that are open and accessible to the general public. Visits and access to locations not open to the general public must be coordinated and approved in advance of the visit by the General Manager or his/her designee (“designee”).

PROCEDURES

1. Notification and Coordination:
 - A. All visits must be coordinated with approval of the General Manager or designee at least 72 hours in advance of the visit.
 - B. Requests for visits must be in writing via email or submission of the Site Visitation Request form or other writing that documents the names of all visitors and the requested date, time, and purpose of the visit.
 - C. The General Manager or designee should coordinate with the site manager or supervisor to schedule approved visits during regular business hours and at times that minimize work disruption.
2. Security Screening:
 - A. Security screening procedures may vary depending on the location and activity of the site. Screening procedures may include but are not limited to:

- a. Visitor and vehicle identification
- b. Container and bag checks
- c. Photo and/or video restrictions
- d. Checks for possession of harmful or dangerous items

3. Supervision and Limitations on Access:

- A. Visitors will be granted access only to areas approved for visitation and relevant to the purpose of their visit.
- B. Access to certain areas of buildings or work sites may be restricted based on safety, security, and/or confidentiality considerations.
- C. Visitors shall be supervised during the visit.
- D. Visitors must follow the directions and instructions of staff assigned to supervise the visit, adhere to safety protocols, wear any required protective equipment, and comply with all applicable rules and regulations.
- E. Visits may be terminated or cut short when circumstances warrant.

4. Exceptions:

- A. Exceptions to this Site Visitation Policy may be granted on a case-by-case basis by the General Manager or designee, taking into consideration factors such as security risks, operational impact, legal requirements, urgency, and other special circumstances.
- B. Third party contractors operating within the District's normal course of business and under the general supervision of District staff are permitted limited access to those facilities, buildings, and sites necessary to carry out the authorized work for which they were hired. Such contractors shall follow all rules and regulations while on the premises and comply with the directions and instructions of District staff.

5. Enforcement:

- A. Unless otherwise authorized by the General Manager or designee, unscheduled visitors will be denied access to nonpublic areas.
- B. Requests to visit may be made by email to admin@todb.ca.gov or via submission of a Site Visitation Request form.
- C. A violation of this Policy may result in denial of access or termination of visitation.
- D. A District employee may be disciplined for a violation of this Policy.