



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 3, 2021  
TO: Parks and Recreation Department Employees  
FROM: Andy Field, Parks and Recreation Director  
SUBJECT: Security and Emergency Procedures

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It is the policies of the Parks and Recreation Department that employees and volunteers be provided a safe and secure workplace while the public be provided safe and secure facilities in which to recreate, socialize, and experience the many activities/programs provided by the Department.

Employees and volunteers of the Department are required to exercise every precaution when encountering difficult patrons or potentially violent situations. Employees and volunteers are encouraged to use verbal persuasion or leave the area before resorting to physical force. However, if your safety or life is in danger and you cannot leave the area, you have the right to protect yourself using reasonable force. Always use good judgement and common sense.

Employees should follow these procedures if they are being threatened, either verbally or physically, by any member of the public:

- Be overly polite. Tell the person what he or she wants to hear. Agree with him/her for you to be able to move away from the situation as soon as possible.
- Suggest a reason why you need to leave, then move away from the person.
- If you work out in the field, walk away and say, "I'll be right back" and leave the area. If you have a vehicle nearby, get in, lock the doors, and drive to a safe place. If appropriate, call 911 immediately after leaving the area.
- In any threatening situation, **once safe**, call 911 for immediate intervention.
- If possible, try to pay attention to details so you can help the police with descriptions of the person, their clothing, weapons, etc.
- Complete an Incident/Accident Report

**Again, if no other option works, you have the right to defend yourself using reasonable force.**

When calling 911, be very exact, specific, and concrete when describing what has happened. Let the dispatcher hang up first (make sure they have all the information they need). Calls to 911 may be made anonymously. You should always inform the dispatcher if people are injured and in need of immediate help. If your safety is endangered, do not go into an unsafe area to administer first aid. As soon as you are safe, notify your supervisor and fill out an Incident Report and any other applicable paperwork.

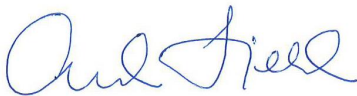
It is my expectation and hope that our employees will never find themselves in an unsafe situation. However, it is best to be prepared and to always use situational awareness, remaining alert to what is going on around you.

More information on security and emergency procedures can be found on the Parks and Recreation Tailgate icon on your desktop. To place this icon on your computer, use the attached link to copy the ParkRecTraining shortcut to your desktop, <\\ad\dfs\SDPR-Apps\Apps\Training>:

- [Emergency Procedures – Annual Update](#)
- [Injury and Illness Prevention Program \(IIPP\) Update](#)
- [Procedures for Reporting Accidents and Injuries](#)
- [Threats from Outside Sources](#)
- [Threat Management Policy](#)

In an emergency, never hesitate to call 911 for assistance. If an incident occurs and 911 was not called due to circumstances preventing this, please ensure that it is reported via the Police Department's non-emergency line, 619-531-2000, once you are able to do so. In all instances, you must report incidents to your supervisor or chain of command as soon as possible.

Be safe out there,



Andy Field  
Parks and Recreation Director

AF/ef

cc: Kristina Peralta, Deputy Chief Operating Officer  
Karen Dennison, Assistant Director, Parks and Recreation  
Louis Merlin, Interim Deputy Director, Parks and Recreation  
Erika Ferreira, Administrative Services Program Coordinator, Parks and Recreation  
Peaches Howell, Senior Human Resources Officer, Human Resources