

**REPLY AND IMPLEMENTATION SUMMARY**  
**FOLLOW-UP REVIEW OF INVESTIGATION OF HOTLINE CALL—SIGNAL SHOP, TRANSPORTATION ENGINEERING BUREAU**

<b>RECOMMENDATION</b>	<b>RESPONSE</b>	<b>CURRENT STATUS</b>	<b>IMPLEMENTATION DATE</b>	<b>COMMENTS OF AUDITEE</b>
<p>1. We recommend that Signal Shop management formally decide if knives are necessary to perform the duties of the employees assigned to the section or if the risk posed by allowing their presence on City property outweighs their potential use as an effective “work tool.” If it is determined that knives are necessary or allowed, then management should provide the proper knives.</p>	Concur	Implemented	September 2001	<p>Employees were supplied with a Wire Stripping Tool and knives are no longer carried as a “work tool”. Wire Strippers were purchased and provided to the staff. They were advised immediately. No further action required.</p>
<p>2. We recommend that Signal Shop management reiterate to the employees of the section the City’s policy restricting weapons on City property (City Policy 808.29).</p>	Concur	Implemented	September 2001	<p>This was handled immediately No further action required.</p>
<p>3. We suggest that Signal Shop management verify and document any and all incidences of this nature. Contingent upon verification of the offenses, we suggest that the appropriate disciplinary action be taken against Mr. Duke.</p>	Concur	Implemented	September 2001	<p>Investigation occurred in September 2001 and disciplinary action occurred 9/24/2001. The Supervisor continues to monitor Mr. Duke’s behavior, as he does with all employees. The Supervisor met with Labor Relations and Disciplinary Action was taken. No further action required. Labor Relations was contacted September 2001 and appropriate action taken as suggested by Labor Relations</p>

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<p>4. We recommend that Signal Shop management strongly encourage Mr. Duke to seek counseling through the Employee Assistance Program (EAP). We also recommend that Signal Shop management require Mr. Duke to immediately report to the Occupational Medical Clinic to receive a "fitness for duty" evaluation, the results of which should be reviewed by the Labor Relations Bureau and the Office of Legal Affairs.</p>	<p>Concur</p>	<p>Implemented</p>	<p>September 2001</p>	<p>Mr. Duke was counseled in September 2001 and subsequently referred to EAP for counseling and to OMC for evaluation. Employee is monitored. He had a follow-up on 7/31/02. No further action required.</p>