



May 19, 2008

POSTMASTERS AND MANAGERS
CUSTOMER SERVICES
ALL PLANT MANAGERS
SMDOs, MDOs and MANAGERS
PROCESSING AND DISTRIBUTION
STATION MANAGERS

SUBJECT: Threat Assessment Team

A Threat Assessment Team (TAT) uses a cross-functional multidisciplinary team approach to assist in assessing threatening situations. Threat Assessment Teams develop risk abatement plans that minimize the potential risk for violence. This is one component of the Postal Service's comprehensive Workplace Violence Prevention Program.

San Francisco District Threat Assessment Team

Contact Person	Location	Office Phone
Harriet J. White, Manager Human Resources	SF P&DC	(415) 550-5543
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Adam Alvarez, Manager; Labor Relations	SF P&DC	(415) 550-5509
Steve Santos, Workplace Environment Analyst	SF P&DC	(415) 550-5515
Daphne Smallwood, OHNA	SF P&DC	(415) 550-5557
Renita Jones, Manager; Health & Resource Mgt.	SF P&DC	(415) 550-5526
Noemi Luna, Postmaster; San Francisco	SF P&DC	(415) 550-5001
Diana Ybarra, Manager; In-Plant Support	SF P&DC	(415) 550-5068
Carol Croteau, HR Generalist Principle	SF P&DC	(415) 550-5015

Depending on the degree of violence, Postmasters, Managers and Supervisors should call either the Threat Assessment Team, 911, and/or Postal Police.

Contact the Threat Assessment Team for incidents that include, but not limited to, words or actions intended to harass, intimidate or provoke another person.

Call 911 if you need a quick response because someone is physically injured or in danger of such an injury. Then, call the Inspection Service 24-hour emergency number at 1-415-778-5911.

Call the Inspection Service at 1-415-778-5911 in the event of:

- Suicide-Even if the suicide involves postal employees who are off-duty, off-postal property and the suicide is not related to work.
- Commitment of a crime, including physical assault.
- Concrete threat with a promise of immediate violence or injury.
- A threat which mentions guns or other weapons.
- A threat which mentions previous incidents of Postal or other workplace violence.
- A threat against life or body, made by someone who has the intent and ability to carry out the threat, and causes the person(s) threatened to be fearful for his/her personal or family's safety.
- Any gang shooting witnessed by a Postal Employee.



Harriet J. White
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