ADMINISTRATIVE DIRECTIVE

EMPLOYEE GRAFFITI REPORTING	NUMBER 1.02-20	PAGE 1 of 2
	EFFECTIVE DATE June 29, 2015	

I. PURPOSE

To establish policies and procedures for City employees to report graffiti during work hours.

II. POLICY

Graffiti is vandalism that affects the image and appearance of the community and can contribute to high crime rates, lowered property values, and a decreased sense of security for residents. Additionally, taxpayers' dollars used to remove graffiti from public structures are all too often redirected from other critical services.

The most effective way to reduce graffiti is through prompt reporting and removal. The faster and more frequently graffiti is removed, the less likely it is to reappear – eradication denies the vandals the recognition they desire. If removed within 24 hours, there is a 10 percent chance graffiti will reappear.

III. DEFINITIONS

A. **Employee(s)** – includes all City of Tucson employees whether permanent or non-permanent, part-time or full-time.

B. **Graffiti** – writing, symbols, or drawings scribbled, scratched or sprayed on any surface without the consent of the property owner, authorized agent, or designee.

C. **Tag** – graffiti in the form of an identifying name or symbol.

IV. APPLICABILITY

This Administrative Directive (A.D.) applies to all City employees during work hours or while on city business.

V. PROCEDURES

A. **Reporting Graffiti** – In order to maximize our ability to identify and remove graffiti quickly, all City employees shall make every reasonable effort to report graffiti during work hours by following the procedures outlined within this A.D. Having City employees report graffiti during work hours acts as a "force multiplier" and increases the City's ability to abate graffiti quickly.

City of Tucson employees shall make reasonable efforts to report graffiti using one of the options provided below:

1. **In-progress graffiti reporting:**

a. City staff should report in-progress graffiti to 9-1-1.

2. **Existing graffiti reporting procedure:**

   a. "MyTucson" smartphone application. Graffiti Protective Coatings (GPC) and the City of Tucson have a smartphone application for reporting graffiti information, including the capability to upload pictures of graffiti. "MyTucson" is a free downloadable App available through the iPhone App Store and Google Play for Android.

   Note: The City of Tucson will not reimburse employees for data charges incurred on personal devices. Please use options (b) or (c) below.

   b. Call 520-792-CITY (2489) – choose option #1 when prompted.

   c. Fill out the "Employee Graffiti Report Form" (Appendix 1) and turn in at the end of your shift, in accordance with your respective department processes. Forms should be transmitted via email to (graffiti@tucsonaz.gov) or online (www.tucsonaz.gov/graffiti/removal-report) as soon as possible to facilitate rapid removal.

B. **Employee Safety** – The health and safety of City employees is of top priority. Nothing within this A.D. should be construed as diminishing the necessity of City employees to prioritize the safe operation of their vehicles. Employees shall not take pictures, report graffiti, or perform any other such activity while operating a vehicle. Employees shall pull over to a safe location and place their vehicles in park prior to capturing graffiti information or reporting graffiti. Additionally, when reporting in-progress graffiti, employees other than law enforcement personnel shall not attempt to stop or otherwise engage the individual suspected of committing the act.

C. **Work Priority** – City employees shall not allow graffiti reporting to severely impact or conflict with their day-to-day work priorities or interfere with the emergency repair or maintenance of their vehicle.

Appendices Employee Graffiti Reporting Form

References None

Review Responsibility and Frequency The City Manager's Office will review this directive annually, or as necessary.

Authorized

City Manager

6-22-15
Date