



GENERAL ORDER

Sexual Harassment

Purpose and Scope

Federal law, California State law, and Sacramento County policy prohibits sexual harassment in the workplace. The Sacramento County Probation Department is committed to providing a work environment free from sexual harassment.

Affected Personnel

All employees

Effective Date

December 3, 2018

I. Sexual Harassment

- A. Sexual harassment is unsolicited, unwanted sexual behavior that interferes with job performance, makes the workplace uncomfortable or threatens a worker's economic livelihood.
- B. Unlawful sexual harassment includes, but is not limited to:
 - 1. Verbal Conduct: Including abusive or derogatory sexual comments, sexually discriminating jokes, slurs, repeated unreciprocated invitations or demands for sexual favors in exchange for job security and/or advancement.
 - 2. Visual Conduct: Including derogatory pictures, posters, drawings, cartoons, or gestures.
 - 3. Physical Conduct: Including unwelcome staring, touching, kissing, forced sexual acts, and physical interference with work space such as bodily blocking normal movement.

II. Responsibility

- A. Probation Department (Department) managers and supervisors are responsible for providing an atmosphere at work in which employees are free from sexual harassment and retaliation.
- B. Department managers and supervisors are prohibited from engaging in Quid Pro Quo (this for that) situations, such as a demand for sexual favors as a condition or consequence of employment or promotion.

- C. Department managers and supervisors are responsible for subordinate employees who engage in sexual harassment or retaliatory behavior the manager or supervisor knew, or should have known, was occurring.
- D. The supervisor and/or manager receiving sexual harassment related information shall appropriately and promptly intervene to stop the behavior, to include documenting his/her actions.
- E. Department employees are expected to act in a manner that cultivates and maintains a healthy and productive environment and fosters the greatest harmony and cooperation between peers, subordinates, superiors, allied agencies, stakeholders, contract employees, volunteers, and vendors.

III. Reporting

- A. The Department has a zero tolerance policy regarding sexual harassment in the workplace.
- B. Employees who become aware of conduct they believe to be sexual harassment, whether or not the conduct is directed at them, witnessed by them, or related to them by another employee, shall report the incident to a supervisor or manager.
- C. Employees are not required to follow a chain of command in reporting sexual harassment.
- D. Reports of sexual harassment may be made to any Department supervisor, manager, administrator, Internal Affairs, or to the County's Equal Employment Office.
- E. Supervisors and managers shall immediately report all incidents of sexual harassment behavior to their supervisor, even if they personally do not believe it is significant enough to be a complaint.
- F. Supervisors shall immediately notify the division's Assistant Chief Deputy and Chief Deputy upon learning of sexual harassment behavior.
- G. Assistant Chief Deputies shall immediately notify his/her Chief Deputy upon learning of sexual harassment behavior.
- H. Chief Deputies shall immediately notify the Professional Standards Chief Deputy, Assistant Chief Probation Officers and the Chief Probation Officer, upon learning of sexual harassment behavior.
- I. The Professional Standards Chief Deputy shall immediately notify the County's Equal Employment Officer upon receiving the information.
- J. The Department abides by the County's confidential, informal, and formal

grievance procedures for victims.

IV. Retaliation

- A. It is a violation of this policy to retaliate or engage in any form of retaliation because a person has raised a concern of, filed a complaint of, participated in an investigation of, or been a witness to, sexual harassment.
- B. Employees shall not be retaliated against for not following a chain of command.
- C. All complaints of retaliation shall be investigated.


V. Investigation

- A. When the Department receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- B. Remedies include corrective action for discriminatory behavior up to and including dismissal, and may also include personal liability for employees who engage in discrimination.

VI. Additional Information

- A. Employees may obtain additional information or file a complaint of sexual harassment with the following bodies:
 - 1. County's Department Equal Employment Office: 1-916-874-6494 or EEOffice@saccounty.net.
 - 2. State Department of Fair Employment and Housing Commission: <https://www.dfeh.ca.gov/complaint-process/file-a-complaint/>.
 - 3. U.S. Equal Employment Opportunity Commission: 1-800-669-4000.
- B. County of Sacramento's Sexual Harassment Policy:
 - 1. Sexual Harassment in County Employment: <http://inside.adminmanual.saccounty.net/Pages/Sexual-Harassment-in-County-Employment.aspx>.

Amends/Replaces Previous Orders: N/A – NEW ORDER

Authorized By  _____ **Date** 12/3/18

Lee Seale, Chief Probation Officer