



GENERAL ORDER

Harassment

Purpose and Scope

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

Affected Personnel

All employees

Effective Date

December 3, 2018

I. Harassment

- A. This order is intended to address behavior: between individuals and/or groups not strictly based upon gender or other protected class; that does not rise to the level of physical violence, verbal threats of physical harm; and retaliatory behavior.
- B. Harassment covers a wide range of behaviors of an offensive nature. Harassment is behavior intended to disturb, upset or degrade and is characteristically repetitive. However, a single egregious act may be considered harassment depending upon the circumstances. Harassment may include incidents or behavior occurring on or off duty when it negatively impacts the work environment.
- C. Harassment includes unwanted, unwelcomed, or uninvited behavior that demeans or offends an individual. Examples of harassing behavior include, but are not limited to:
 - 1. Epithets, derogatory comments or slurs, impeding or blocking movement, bullying, hazing, intimidation; and
 - 2. Visual insults such as derogatory posters, electronic media or cartoons.
- D. Hazing is harassment by way of intimidation. Appointments to this Department are based on qualifications not requiring "rites of passage," such as hazing or initiation.

- E. Hazing includes any activity related to initiation which causes, or is likely to cause, physical harm, personal degradation, ridicule, criticism, or mental anguish.
- F. Harassment not only exposes the County, the Department, and involved employees to civil liability, it also lowers morale, increases job stress, and negatively impacts the overall effectiveness of Department operations.

II. Responsibility

- A. Probation Department (Department) managers and supervisors are responsible for providing an atmosphere at work in which employees are free from harassment and retaliation.
- B. Department managers and supervisors are responsible for subordinate employees who engage in harassing or retaliatory behavior the manager or supervisor knew, or should have known, was occurring.
- C. The supervisor and/or manager receiving harassment-related information shall appropriately and promptly intervene to stop the behavior, to include documenting his/her actions. The supervisor and/or manager shall keep all parties informed of progress without breaking confidentiality.
- D. 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 harassment in the workplace.
- B. Employees who become aware of conduct they believe to be 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 harassment.
- D. Reports of 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

harassment behavior to their supervisor, even if he/she personally does 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 harassing behavior.
- G. The Assistant Chief Deputy shall immediately notify his/her Chief Deputy upon learning of harassing behavior.
- H. Chief Deputies shall immediately notify the Professional Standards Chief Deputy, Assistant Chief Probation Officers and the Chief Probation Officer, upon learning of harassing 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, 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 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 Discrimination and Sexual Harassment Policies:
1. Discrimination in County Employment: <http://inside.adminmanual.saccounty.net/Pages/Discrimination-in-County-Employment.aspx>.
 2. Sexual Harassment in County Employment: <http://inside.adminmanual.saccounty.net/Pages/Sexual-Harassment-in-County-Employment.aspx>.

Amends/Replaces

Harassment, Administrative General Order, November 5, 2014

Authorized By  **Date** 12/3/18
Lee Seale, Chief Probation Officer