



GENERAL ORDER

Discrimination

Purpose and Scope

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

Affected Personnel

All employees

Effective Date

December 3, 2018

I. Discrimination

- A. Discrimination based on any of the following protected statuses is prohibited in employment decisions: race, color, ancestry, national origin, religion, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, gender expression, sexual orientation, age, medical condition, physical or mental disability, military/veteran's status, genetic information, marital status, political affiliation, former illegal drug user who has successfully rehabilitated and is no longer using drugs, or other protected category under State or Federal law.
- B. Discrimination in the workplace includes, but is not limited to:
 - 1. Verbal conduct: Including disparaging remarks or conversation based on a person(s) race, color, sex, national origin, age, marital status, religion, ancestry, medical condition, pregnancy, physical or mental disability, or sexual orientation.
 - 2. Visual conduct: Including pictures, posters, drawings, and cartoons, which depict person(s) in any of the protected statuses listed above, in a negative way.

II. Responsibility

- A. Probation Department (Department) managers and supervisors are responsible for providing an atmosphere at work in which employees are free from discrimination and retaliation.

- B. Department managers and supervisors are responsible for subordinate employees who engage in discrimination or retaliatory behavior that the manager or supervisor knew, or should have known, what was occurring.
- C. The supervisor and/or manager receiving discriminatory-related information shall appropriately and promptly intervene to stop the behavior, to include documenting his/her actions.
- 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 discrimination in the workplace.
- B. Employees who become aware of conduct they believe to be discrimination, 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 discrimination.
- D. Reports of discrimination 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 discriminatory-related 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 discrimination.
- G. The Assistant Chief Deputy shall immediately notify his/her Chief Deputy upon learning of discrimination.
- H. The Chief Deputy shall immediately notify the Professional Standards Chief Deputy, Assistant Chief Probation Officers and the Chief Probation Officer, upon learning of discrimination.
- 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, discrimination.
- 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 discrimination 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 Discrimination Policy:
 - 1. Discrimination in County Employment: <http://inside.adminmanual.saccounty.net/Pages/Discrimination-in-County-Employment.aspx>.

Amends/Replaces

Discrimination, Administrative Policy & Procedure, June 2005

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