

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

AUTHORITY: SHERIFF RANDY L. HILL

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SECTION 2.0 PRODUCTIVE WORK ENVIRONMENT

TITLE

The Kingman County Sheriff's Office believes in a safe and productive work environment to all of its employees.

POLICY

It is the policy of the Kingman County Sheriff's Office to promote a productive work environment. All employees of the Kingman County Sheriff's Office have the right to work in an environment free of all forms of harassment. The Kingman County Sheriff's Office will not tolerate conduct by any employee or person who harasses another; disrupts or interferes with others' work performance; or creates an intimidating, demeaning, insulting, abusive, offensive, or hostile environment. This includes, but is not limited to, offensive, harassing or disruptive conduct directed at individuals for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex.

1. Prohibited conduct includes, but is not limited to:

- a) No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- b) Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal law and is also considered misconduct subject to disciplinary action by this agency.
- c) Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including, but not limited to:
 - Unwanted gestures, or unwelcomed physical contact or conduct of any kind, including flirtation, touching, advance, suggestion, or proposition;
 - Demeaning, insulting, intimidation or suggestive comments about an individual's dress, body, attitudes, behavior, relationships;

- The display in the workplace of demeaning, insulting, intimidating, or suggestive objects or pictures;
- Demeaning, insulting, intimidating, or suggestive written, recorded, or electronically transmitted messages. Employees should have no expectation that their e-mail messages are private or confidential.

Employee's Responsibilities

1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 - a) Monitoring the work environment on a daily basis for signs that harassment may be occurring;
 - b) Assist all employees on the types of behavior that is prohibited, and the agency procedures for reporting and resolving complaints of harassment;
 - c) Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within the supervisor's line to supervise; and
 - d) Take immediate action to limit the work contact between two employees where there has been a complaint of harassment, and pending investigation.
2. Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint.
3. Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:
 - a) Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - b) Reporting acts of harassment to a supervisor; and
 - c) Encouraging any employee who confides that he or she is being harassed to report these acts to a supervisor.
4. Failure to take action to stop known harassment shall be grounds for discipline.

Complaint Procedures

1. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
2. Any employee who believes that he is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor or the agency head. Where there is no supervisor on duty the employee shall call an off duty supervisor. Where the complaint is on the agency head, the employee shall call the Kingman County Attorney to report the incident(s).
 - a) The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
 - b) The agency employee taking the complaint shall expeditiously deliver the complaint to the agency head.
3. The agency head shall be responsible for the investigation of any complaint alleging harassment.
 - a) The agency head will immediately notify the prosecutor's office if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.
 - b) The investigation will include a determination whether other employees are being harassed by the person, and whether other agency members participated in or encouraged the harassment.
 - c) The agency head shall inform the parties involved of the outcome of the investigation.
 - d) A file of harassment complaints will be maintained in a secure location by the agency head.

4. There shall be no retaliation against any employee for filing harassment complaint(s) or assisting, testifying, or participating in the investigation of such a complaint.
5. Complainants or employees accused of harassment may file a grievance/appeal when they disagree with the investigation or disposition of a harassment claim.
6. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

DISCIPLINARY ACTION

Any person who is found to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal. If an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information may be subject to disciplinary action.

✓ SECTION 7.0 Disciplinary Action