DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Conduct **Workplace Harassment**		**P&P-C-104**
Effective Date: 03-13-25 Supersedes: 06-12-23	Approval: Sheriff	Number of Pages: 2
References: C.R.S. 24-34-402, PP-C-106	Reevaluation Date: Annually or as needed	Standards CALEA LE 26.1.3

I. RELEVANT STATUTES

24-34-402 Discriminatory or unfair employment practices

II. POLICY

It is the policy of the Douglas County Sheriff's Office to provide employees with an environment free from harassment, direct or indirect threats, intimidation, and violence perpetrated by another employee.

III. DEFINITIONS

Harassment

Harassment means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in a protected class (race, creed, religion, color, national origin/ancestry, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, age, marital status, and familial status).

The conduct or communication need not be severe or pervasive to constitute a discriminatory or unfair employment practice. Harassment is a violation if 1) submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment; or 2) submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or 3) the conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Petty slights, annoyances, and lack of good manners do not constitute harassment unless the slights, annoyances, or lack of manners, when taken individually or in a combination and under the totality of the circumstances meet the standards set forth above.

Matters of appropriate discipline or corrective action taken by a supervisor are not considered harassment.

IV. HARASSMENT ISSUES IN THE WORKPLACE

Members will not harass, embarrass, intimidate, provoke, or discriminate against members of the Office while on or off-duty.

If the member is comfortable with doing so, they should directly inform the person who is engaging in the harassing conduct that such conduct is offensive and must cease. If the

conduct continues or the conduct is deemed by the effected member(s) to be serious, the member should report the incident to their direct supervisor. If the conduct involves the reporting employee's immediate supervisor, they must report the incident to the next higher-ranking supervisor or to the Internal Affairs Unit. <LE 26.1.3>

Nothing in this policy should be construed to place the responsibility and / or requirement on the involved member to address the person who is engaging in the harassing conduct prior to reporting such conduct to a supervisor.

Supervisory members will not tolerate, or participate in, any form of harassment or discrimination. Supervisory personnel failing to act upon a complaint shall be deemed in violation of this policy and subject to disciplinary action.

No supervisor or staff member may retaliate against any victim or witness who reports a violation of this policy. Any person who believes that he or she has been retaliated against as a result of reporting a harassment incident should report such information via their chain of command or directly to Internal Affairs.

IV. REPORTING ISSUES OF WORKPLACE HARASSMENT

All employees shall immediately report any acts of harassment to their direct supervisor. If the direct supervisor is involved, the reporting employee should go the next higher-ranking supervisor in their chain of command or directly to internal affairs.

V. WORKPLACE DISPUTES

Though a dispute in the workplace may be between friends or relatives, criminal acts must be treated as criminal. Victim employees will be strongly encouraged to pursue criminal charges, and no employee shall lessen the severity of any charges because of a personal relationship with the offender.

In some cases, a workplace dispute that does not constitute illegality or a hostile work environment can be addressed through mediation. Refer to DCSO policy *P&P-C-106 Inter-Office Mediation*.

VI. COMPLETION OF INCIDENT REPORT

When an incident occurs involving the allegation of harassment in the workplace, the victim(s), witness(es), and supervisor(s) will complete the appropriate report as soon as possible. This report will be routed via the chain of command to the appropriate division commander who will make a determination on the manner in which the allegation of harassment will be investigated.

A Blue Team report will be initiated as either a Personnel Comment Report (PCR) or an Internal Affairs investigation based upon the circumstances of the harassment.

Any state mandated tracking of complaints will be completed by the Human Resources supervisor assigned to the Sheriff's Office.

By Order of the Sheriff