



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management	Section: 310.2	
Subject: Human Resources	Topic: Harassment	
Accreditation: P.02.01, 02.03	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 01/17/2019	Review: 10/01/2020

I. PURPOSE

The purpose of this General Order is to establish policy concerning allegations of harassment, describe reporting procedures, and define the term.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to prohibit harassment in any form. Cooperation in preventing this type of conduct is required at all levels and positions within the Sheriff's Office. Harassment is prohibited within the workplace, viewed as misconduct, and subject to disciplinary action up to and including termination.

III. DEFINITIONS

A. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a manager, supervisor, co-worker or non-employee (third party). Such conduct may constitute sexual harassment when:

1. Submission to conduct is made either an explicit or implicit condition of employment
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
3. The harassment substantially interferes with the employee's work performance or creates an intimidating, hostile, or offensive work environment

B. Harassment on other grounds, including race, color, religion, national origin, age, disability, sexual orientation or gender identity is also prohibited. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive.

IV. PROCEDURE

A. If an employee experiences harassment in the work place, he/she should tell the offender to stop the inappropriate behavior and should then report the complaint without delay or fear of reprisal to his/her supervisor, the Human Resources Division

or to any member of management whom he/she feels can be of assistance.

- B. If a supervisor receives a harassment complaint, the supervisor shall listen to the employee, document facts relayed by the employee and immediately contact the Division Commander and Loudoun County Human Resources. The supervisor will maintain confidentiality on a need-to-know basis.

The Supervisor should not: assume the alleged perpetrator is at fault; tell the employee to ignore it; assume the employee "asked for it" or is at fault; make light of, laugh at, or discount the complaint; tell the employee to retaliate, e.g., embarrass the alleged harasser or react with physical aggression; or allow the behavior to continue.

- C. A full investigation of all harassment complaints will be conducted, typically, by Loudoun County Human Resources. If Loudoun County Human Resources seeks investigative assistance from the Sheriff's Office, the Internal Affairs Unit shall be assigned to assist. Confidentiality will be maintained as much as possible. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the act, and the context in which the alleged incident occurred will be fully investigated.
- D. Upon completion of the investigation, a report of all findings shall be forwarded to the Sheriff for determination of outcome and/or disciplinary action, if appropriate. If the Internal Affairs Unit conducts the investigation, the Sheriff will notify Human Resources of the outcome.