



Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL




Michael J. McDougall
General Manager

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No. 1120	Date Issued: December 1, 1993
Section: 1000 – Personnel Policies	Date Revised: May 25, 2006
Accreditation Standards: CALEA 3.6.3	

SUBJECT: SEXUAL HARRASSMENT

APPROVED:



 Board Chairperson

1. The purpose of this policy is to attain and provide a working environment free of sexual harassment, intimidation and coercion.
2. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:
 - 2.1 submitting to such conduct is made an explicit or implicit term or condition of employment.
 - 2.2 submitting to or rejecting of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - 2.3 such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
3. Victims of sexual harassment can be either male or female.
4. Sexual harassment behavior includes, but is not limited to, the following:
 - 4.1 Verbal harassment, such as derogatory comments, slurs, joke, stories.

4.2 Physical harassment, such as impeding or blocking movement, gestures, or any physical interference with normal work or movement.

4.3 Visual harassment, such as derogatory posters, letters, poems, graffiti, cartoons or drawings.

4.4 Hazing, to harass by exacting unnecessary work, to harass by banter of ridicule.

4.5 Unwanted sexual advances, unwanted pressure for sexual favors, unwanted deliberate touching of clothing, hair or body.

5. It is a Supervisor's responsibility to:

5.1 immediately stop any instances of observed or known sexual harassment, which may include:

5.1.1 Temporarily moving an employee away from the situation.

5.1.2 Removing offensive material.

5.1.3 Advising a person causing such harassment to immediately cease such behavior.

5.2 immediately advise the General Manager of the incident, after taking action to stabilize the situation.

5.3 initiate an investigation and take appropriate action upon being verbally advised by a subordinate of a sexual harassment complaint.

5.4 document the incident and any action taken and forward a written report to the General Manager.

6. Supervisors and managers can be held personally liable for failure to act on sexual harassment complaints or known cases of sexual harassment in whatever form they are received.

7. Employees who believe they have been sexually harassed may file a sexual harassment complaint without fear of retaliation.

7.1 Employees may choose to have their complaint investigated by either their immediate supervisor, the General Manager or designated EEO liaison appointed by the General Manager.

7.1.1 If the alleged harassment was committed by someone in an employee's chain of command, the employee may choose to have the complaint investigated by any Authority manager or by an external agency as identified in section 7.3 of this policy.

7.2 Complaints involving the General Manager must be filed with the Board Chairperson.

7.3 Employees have the added option of filing externally with the California State Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

7.4 Sexual harassment complaints must be filed within fourteen (14) calendar days of the harassing conduct.

8. In all cases, allegations of sexual harassment will be promptly, thoroughly and objectively investigated.

9. Complainants should be prepared to provide, in writing if possible, as much information as possible regarding the incident, including the following:

9.1 Date, time and place of incident.

9.2 Person or persons against who the allegations are made.

9.3 Witnesses to the incident.

9.4 Remedy desired.

9.5 Other information relevant to the charge and investigation.

10. The General Manager shall prepare a letter of determination as soon as possible following the completion of the investigation and provide such letter to the complainant.

10.1 If the complaint is substantiated, the General Manager shall determine and take appropriate disciplinary action, up to and including dismissal, against the offending employee, advise the complainant of the action taken, and take any remedial action necessary to address any harm to the complainant.

10.2 If the complaint can not be substantiated, the accused employee and the complainant shall be so advised and no record of the incident will be placed in either employees' personnel file.

10.2.1 The complainant may file the complaint externally with the California State Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

10.3 The General Manager and the immediate supervisors will continue to monitor the situation to ensure that no further of future harassment occurs.

11. Information and materials related to sexual harassment complaints shall be treated as confidential information to the extent provided by law.

11.1 All records involving Sexual Harassment Complaints shall be kept in a separate locked file available only to the General Manager.