



HARASSMENT AND SEXUAL HARASSMENT

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to prohibit harassment, in any form, in the work place. In addition, jail staff will comply with Deschutes County general policy on non-harassment and Deschutes County Sheriff's policy on sexual harassment.

PURPOSE.

The purpose of this policy is to extend harassment and sexual harassment protection to inmates and staff of DCAJ and WC.

OREGON JAIL STANDARDS.

- A-501 Sexual Harassment
- A-502 Harassment Prohibited
- A-504 Sexual Assault

REFERENCES.

- Deschutes County Administrative Policy No. HR-10, Non-Harassment and Non-Discrimination
- Deschutes County Sheriff's Office Policy No. 3.60, Harassment/Discrimination in the Work Place

DEFINITIONS.

Conduct. Inappropriate behavior which includes, but is not limited to any of the following:

- a. Language, behavior or other communication of a derogatory, demeaning or offensive nature which is focused either directly or indirectly toward another person.
- b. Ridicule, mocking, deriding or belittling of any person.
- c. Leering, innuendo, teasing, jokes, remarks, questions or comments of a sexual nature.
- d. Unwelcome flirtation, propositions, sexual advances or gossip about a person's sexual or interpersonal relationships.

- e. Subtle or overt pressure for sexual activity.
- f. Displaying graphic, sexually suggestive or nude photographs, cartoons, graffiti, posters, calendars, pin ups or other writings or photographs.
- g. Verbal or physical abuse of a sexual nature, or because of the person's gender.
- h. Language of a derogatory or demeaning nature which is directed primarily to one gender.
- i. Intentional physical contact which is sexual in nature, such as touching, pinching, patting, holding or brushing up against a person's body.

Harassment. Language, behavior or other communication of a derogatory, demeaning or offensive nature which is directed to any other person.

Sexual harassment. Behavior that is unwelcome, personally offensive and/or fails to respect the dignity of co-workers and inmates. This behavior includes, but is not limited to, sexual advances, requests for sexual favors or other verbal or physical conduct which is of a sexual nature, or is based upon gender, where:

- a. Submission to such conduct is made, or implied, to be a term or condition of employment.
- b. Submission to, or rejection of, such conduct is used as a basis for employment decisions.
- c. Such conduct has the effect of interfering with an employee's work performance, or creates a work or living environment which is intimidating, uncomfortable or offensive to an inmate or staff member.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1.** Harassment, in any form, is prohibited. Policies and procedures against harassment and sexual harassment are strictly enforced.
 - a. Harassment can be based upon racial, ethnic, religious or other slurs and any other offensive remarks, jokes or graphic material.
 - b. Harassment can also include other offensive verbal, written, physical conduct or hazing.

- A-2.** When a complaint of either harassment or sexual harassment of an inmate by another inmate is received by staff, the staff member will immediately investigate and document the complaint on a misconduct or incident report. If the investigation warrants, the staff member and/or shift supervisor will immediately take action to limit the contact between the inmates, and issue a misconduct report to the offending inmate. Further action will be handled through the disciplinary process.

- A-3.** When a complaint of either harassment or sexual harassment of a staff member by an inmate is received, the shift supervisor will immediately investigate and document the situation in an incident report. If the investigation warrants, the shift supervisor will issue

a misconduct report to the offending inmate. Further action will be handled through the disciplinary process.

- A-4.** When a complaint of either harassment or sexual harassment of an inmate by a staff member is received, or when a complaint of harassment of an employee by another employee is received, the shift supervisor will notify a corrections supervisor and submit an incident report, detailing the circumstances of the harassment. If the situation warrants, a confidential internal investigation shall be initiated. Corrections supervisors will immediately take action to limit the involved inmate/employees from any further work contact with each other.

- A-5.** When a complaint or report of any harassment is received, the accused person and the apparent victim will be informed of the facility's prohibition against retaliation. Persons who feel they have been subjected to retaliation will report the retaliation to their supervisor.

- A-6.** The Training Unit in coordination with corrections supervisors will provide the necessary harassment and sexual harassment training for staff and take all necessary steps to prevent development of a hostile work place.