## **MPSO Sexual Harassment Policy**

It is the policy of the Morehouse Parish Sheriff's Office to provide a businesslike work environment free from all forms of member or employee discrimination including incidents or sexual harassments. No member or employee shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary actions. Employees must complete at least 1 hour of preventing sexual harassment training each calendar year. An annual report containing information from the previous calendar year compiled by the Sheriff or his designee will be available to the public each February 1<sup>st</sup> in compliance with La. R.S 42:341-345.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

- 1. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees and members may bypass the usual chain of command when reporting a Sexual Harassment complaint. These complaints should be in writing and reported to the Sheriff or Chief Deputy no later than 15 calendar days from the date of the occurrence.

The Morehouse Parish Sheriff's Office will inform its management, its members, and employees that it does not tolerate or sanction harassment of any member or employee because of race, color, religion, national origin, sex, handicap, on the basis of age in the case of persons over forty, or status as a Vietnam era or special disabled veteran, and that such harassment will be treated as misconduct with appropriate disciplinary actions. Incidents of harassment shall be reported by the member or employee immediately. All complaints must be filed within 180 days from date of said complaint.

- 1. All reported incidents will be investigated immediately and appropriate action taken.
- 2. The identities of those involved will be kept confidential as much as possible.
- 3. Disciplinary action up to and including discharge can be taken against an individual filing a false or non-bona fide complaint

## A. Sexual Harassment Internal Grievance Procedure

Any member or employee of the Morehouse Parish Sheriff's Office who believes they have been sexually or racially harassed shall contact their immediate supervisor, commander, the Chief Deputy, or the Sheriff.

## B. Sexual Activities Prohibited

Since MPSO members and employees are in a position of public trust, they are not to engage in any activities, either privately or officially, where a conflict of interest may exist. Employees shall be prohibited from engaging in sexual activities while on duty, either with another member, employee, or civilian. MPSO members and employees are also expressly prohibited from engaging in sexual activities or the sexual harassment of any inmate or offender under the supervision of the MPSO.