





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.09
Policy Name:	Discrimination/Sexual Harassment
Authority:	(CSC Rule 3, Sec. 3.3)
Replaces:	3.13 Discrimination/Sexual Harassment (05/01/2000)
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Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The facility administration objective is the creation of a workplace that is free from all forms of discrimination including sexual harassment. Sexual harassment, either explicit or implicit, is strictly prohibited. To accomplish our work, it is essential that no bias or racial discrimination exist and, most importantly, that equal opportunity employment within this agency be afforded to all people without regard to race, ethnicity, sex, sexual orientation, national origin, religion, physical handicap, political affiliation, or age.

II. PROCEDURES

- A. All Juvenile Hall staff must be permitted to work atmosphere free from discrimination. Discrimination is not only illegal but it also creates a negative atmosphere that reduces work productivity and morale, undermines the integrity of the workplace, and destroys professionalism. It is the responsibility of all supervisors and staff to assure a non-discriminatory work environment.

Examples of discriminatory acts which will not be tolerated include the use of verbal derogatory comments, slurs, or jokes; derogatory pictures, cartoons, or posters; and actions which result in employees being treated unequally because of their race, color, creed, religion, sex, national origin, physical handicap, age, political affiliation or opinion, or sexual preference.

- B. Sexual harassment is an offensive working condition that will not be tolerated. Whether or not an alleged action constitutes sexual harassment will be determined by reviewing all circumstances including the nature of the sexual advances and the context in which the alleged incidents occurred on a case-by-case basis.
 - i. The Equal Employment Opportunity Commission has taken the view that the following conduct violates Federal Law: Unwelcome sexual advances, requests for sexual favors, and often verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. 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.

Written examples of sexual harassment include suggestive or obscene letters, notes, and invitations; verbal examples include derogatory comments, slurs, or jokes; physical examples include assault, touching, impeding, or blocking movements; and visual examples include leering, sexually oriented gestures or displays of sexually suggestive or derogatory objects, pictures, cartoons, or posters. Other examples include the threat or insinuation that lack of sexual favors will result in reprisal; withholding support for appointments, promotion, transfer, rejection on probation, punitive actions, change of assignments, or a poor performance report.

- C. The following is an outline of procedures for handling complaints of discrimination or sexual harassment as defined within these guidelines.
 - i. All allegations of sexual harassment shall immediately be reported to the Director of Juvenile Hall.
 - ii. Parties involved should attempt to resolve informally.
 - iii. Failure at informal resolution of the complaints should be referred via memo within seven days to the immediate supervisors or appropriate chain of command. The memo must clearly state the basis upon which the charge of discrimination or sexual harassment

is filed and the specific adverse action which he/she is complaining.

- iv. Failure to resolve the allegation of discrimination or sexual harassment within the chain of command will be referred to the Chief Probation Officer for further review.
- v. Continued failure to satisfactorily resolve the complaint will be referred within 30 days of the original complaint to the Civil Service Commission for investigation and resolution. (CSC Rule 3, Sec. 3.3)