3-01/122.05 - Policy of Equality - Procedures - Duties of Supervisors and Managers

Under these procedures, supervisors and managers shall perform certain duties as enumerated below.

Supervisors and managers for purposes of the policy include the Sheriff, the undersheriff, assistant sheriffs, chiefs, commanders, captains, lieutenants, sergeants, deputies performing supervisory duties or acting in a supervisory capacity, and civilian directors, managers, supervisors, as well as any employee regardless of job description or title, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

NOTE: FAILURE BY ANY SUPERVISOR OR MANAGER TO CARRY OUT THESE DUTIES MAY BE CAUSE FOR DISCIPLINE.

Duty of All Supervisors and Managers to Report

Supervisors and managers have an affirmative duty to report potential violations of the policy. Supervisors and managers are required to report potential violations of the policy to the Intake Specialist Unit (ISU) as provided below even when a complaining or reporting party requests that no action be taken. The supervisor or manager shall:

- Immediately notify the ISU of the incident(s) or complaint and any initial steps taken by the supervisor or manager; and
- Complete a Policy of Equality Report/Notification form (POE-001) and promptly file the form with the ISU.

Additional Duties of All Supervisors and Managers

Supervisors and managers are also responsible for:

- Being aware of and understanding the policy and procedures, as well as any modifications that may be made to them;
- Actively monitoring the work environment to ensure that discrimination, harassment, retaliation, and/or inappropriate conduct toward others are not occurring;
- Informing Department members under their supervision of the types of behavior prohibited and the Department's procedures for reporting and resolving complaints arising under the policy;
- Stopping conduct that violates the policy and taking immediate and appropriate action whether or not the involved Department members are within their line of supervision; and
- Taking immediate action to prevent retaliation towards the complaining party (if there is one) and to deter and eliminate any hostile work environment. If a situation requires separation of the involved parties, particular care must be taken to avoid actions that appear to punish the complaining party.

Supervisors and managers have the foregoing duties whether or not a complaint has been made.