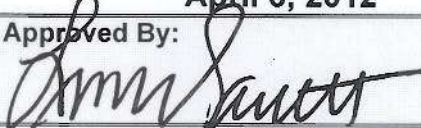




County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: INAPPROPRIATE EMPLOYEE CONDUCT OF A SEXUAL NATURE TOWARD OR IN THE PRESENCE OF MEMBERS OF THE PUBLIC	Policy Number: 1042	Pages: 2
	Effective Date: April 6, 2012	
	Approved By: 	

POLICY

It is County policy that all County employees conduct themselves at all times in a polite, courteous, and professional manner in all interactions with members of the public. County employees who engage in inappropriate conduct of a sexual nature, either intended or unintended, with or in the presence of any member of the public, are subject to disciplinary action, including suspension or discharge. Such conduct is inappropriate and unbecoming of a County employee.

GUIDELINES

Many County employees have considerable interaction with members of the public, including, but not limited to, recipients of public services, benefits, and health care services, as well as contract employees, outside vendors, relatives of recipients of public services, friends of employees, and other visitors. These interactions may be on a daily or on an occasional basis.

Inappropriate conduct of a sexual nature includes, but is not limited to, conduct of a sexual nature which may be verbal, visual, computer generated (e.g., e-mail), written or physical. It need not include the touching of another person to be inappropriate. Inappropriate sexual conduct also includes consensual sex and is not permitted in the workplace. When a determination has been made that an employee has engaged in inappropriate conduct of a sexual nature toward or in the presence of a member of the public, the employee is subject to progressive disciplinary action ranging from warning, reprimand, suspension and demotion, to discharge, depending on individual circumstances.

In severe cases involving inappropriate conduct of a sexual nature toward or in the presence of a member of the public, the misconduct may, by its nature, warrant more serious disciplinary action including suspension or discharge.

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In all such matters, the need for discipline and the appropriate level of discipline will be based upon several factors, including, but not limited to: the seriousness of the offense; the impact, actual or potential, upon the County, the individual, or the community; any applicable policy and procedure violation; the length of service and overall performance of the employee; the culpability of the employee; and previous discipline, if any, and length of time since the discipline was imposed against the employee.

AUTHORITY

Board of Supervisors Policy 9.020, Employee Accountability, July 8, 2009
BOS 9.020 Employee Accountability

Los Angeles County Code Chapter 5.09, Policy of Equity,
County Code 5.09 Policy of Equity

Los Angeles, California County Code, Civil Service Rule 18.031, Discipline
Civil Service Rule 18

Department of Human Resources, Policies, Procedures and Guidelines Number 812,
County Policy of Equity, July 25, 2011, PPG 812 County Policy of Equity

DATE ISSUED/REVIEW DATE

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