

General Orders

26.1.3 Harassment Policy

- I. It is the policy of the Benton County and the Benton County Sheriff's Office to provide a work environment for its employees, which is free from sexual harassment or harassment in any form. All Sheriff's Office employees are subject to County Policy & Procedure Chapter II Section 4, which prohibits harassment, both sexual and non-sexual. This policy provides a procedure for the reporting and commitment to thorough investigation of allegations.
- II. At least annually during the performance evaluation process, supervisors will make inquiry about harassment incidences, if any, and ensure employee familiarization with harassment policies.
- III. Periodically, supervisors will ensure that the harassment policy is addressed in roll-call training.
- IV. It is expected that any type of harassment will be reported, and supervisor getting a report is required to advise the division supervisor or bureau administrator as soon as they become aware of the incident. All reports will be investigated and harassment of any type will not be tolerated by the Benton County Sheriff's Office.
- V. No employee of the Benton County Sheriff's Office shall knowingly make any false harassment report.

26.1.4 Discipline – System

- I. Discipline is the responsibility of each individual. Well-disciplined law enforcement is one that voluntarily and ungrudgingly conforms to all rules and orders.
- II. The Benton County Sheriff's Office employs a structured disciplinary system to be followed in case of alleged or suspected violations of County or Sheriff's Office rules, orders, County of Benton ordinances, Civil Service Rules, or any applicable state or federal statute by members of the Benton County Sheriff's Office. This procedure is meant to assure the prompt and thorough investigation of complaints, clear the innocent, establish the guilt of wrongdoers, and facilitate fair, suitable, and consistent disciplinary action.
- III. Supervisors are mandated to identify and promptly address any shortcomings, deficiencies, or lack of acceptable employee performance.