



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



220.04 EQUAL EMPLOYMENT OPPORTUNITY 09-23-2026

PURPOSE

The purpose of this policy is to prevent department members from being subjected to discrimination and harassment, including sexual harassment, retaliation, and malicious false accusations. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

POLICY

The Sacramento Police Department (SPD) is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discrimination, including sexual harassment and retaliation. The department shall not tolerate discrimination against an applicant or department member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The department shall take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The department's Equal Opportunity Procedures shall be based on the City of Sacramento's Equal Employment Opportunity (EEO) Policy Statement, and state, and federal laws.

The nondiscrimination policies of the department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

PROCEDURE

A. DEFINITIONS

1. **DISCRIMINATION** – Any employment-related action by a department member that adversely affects an applicant or department member and is based on actual or perceived age (over 40 years old), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, medical condition, military and veteran status, national origin, pregnancy, race, religious creed, sex, or sexual orientation.
2. **DISCRIMINATORY HARASSMENT** – Verbal or physical conduct that demeans or shows hostility or aversion toward a member based upon that member's protected class. It has the effect of interfering with a member's work performance or creating a hostile or abusive work environment.
 - a. Conduct that may, under certain circumstances, constitute discriminatory harassment includes, but is not limited to:
 - (1) Making derogatory comments.
 - (2) Making crude and offensive statements or remarks.
 - (3) Making slurs or off-color jokes.
 - (4) Stereotyping.
 - (5) Engaging in threatening acts.
 - (6) Making indecent gestures, pictures, cartoons, posters, or material.
 - (7) Making inappropriate physical contact.
 - (8) Using written material or department equipment or systems to transmit or receive offensive material, statements, or pictures.
3. **RETALIATION** – Treating a member differently or engaging in acts of reprisal or intimidation against the member because the member has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.
4. **SEXUAL HARASSMENT** – The unlawful act of harassing an applicant or a member based on the member's sex that is made either explicitly or implicitly a term or condition of employment, position, or compensation or as a basis for any employment decisions affecting the member. Such conduct has the purpose or effect of substantially interfering with a department member's work performance or creating an intimidating, hostile, or offensive work environment.



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- a. Conduct that constitutes sexual harassment includes, but is not limited to:
 - (1) Unwelcome sexual advances.
 - (2) Requests for sexual favors.
 - (3) Other verbal, visual, or physical conduct of a sexual nature.

B. ADDITIONAL CONSIDERATIONS

1. Members shall not dissuade, attempt to influence, or suppress any complaint, and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.
2. Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:
 - a. Acts or omission of acts based solely upon bona fide occupational qualifications under the Federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) guidelines.
 - (1) Reasonable requests or demands by a supervisor that a worker improve their work quality or output, that the worker report to the job site on time, that the worker comply with city or department rules or regulations, or any other appropriate work-related communication between supervisor and worker.
 - (2) Following a seniority system as long as it is bona fide and not designed to circumvent or evade this policy.
 - (3) Selecting or rejecting a member based upon a bona fide occupational qualification.

C. RESPONSIBILITIES

1. Department members should promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to their immediate supervisor.
 - a. Any department member who is not comfortable with reporting violations of this policy to the member's immediate supervisor are permitted to bypass the chain of command and make the report to any division manager.
 - b. Complaints may also be filed with the Internal Affairs Division (IAD), Personnel Services Division captain, City Human Resources director, EEO office, or Labor Relations' staff.
2. Employees shall be granted reasonable time while working to meet with the City's Human Resources Department or the department's Equal Employment Liaison Officer (EELO).
3. Any department member who believes or observes, in good faith, that another member has been discriminated against, harassed, or subjected to retaliation shall promptly report such conduct in accordance with this policy.
4. IAD shall notify the EELO immediately upon receiving any EEO complaint (including reports generated from the whistleblower hotline).

D. QUESTIONS OR CLARIFICATION

1. Department members with questions or seeking clarification regarding the factors that constitute discrimination, discriminatory harassment, sexual harassment, or retaliation are encouraged to contact any of the following for information and direction:
 - a. Any supervisor or manager.
 - b. Chief of police.
 - c. City manager.
 - d. Human Resources director.
 - e. EELO.

E. EEO LIAISON OFFICER (EELO)

1. The Internal Affairs Division captain shall be designated as the department's EELO. The captain's duties and responsibilities include:
 - a. The department's continued adherence to the directions and goals of the EEO Program and this policy.
 - b. EEO Training and Sexual Harassment Prevention Training for all department members.
 - c. Continued development of the EEO Program.
 - d. Liaison with the city's Equal Employment Manager regarding EEO investigations, review of cases, and training needs.
 - e. Liaison with members' labor groups.



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- f. Information consultation with members regarding EEO matters.
- g. Referral of suspected discrimination cases to:
 - (1) Division managers for further investigation.
 - (2) The Internal Affairs Division (IAD) for a personnel complaint investigation.
- h. Referral of suspected sexual harassment cases to the Equal Employment Manager for formal investigation.
- i. Notify the city EEO of all complaints within 24 hours of a complaint being received.

F. SUPERVISOR AND MANAGER RESPONSIBILITIES

- 1. Supervisors and managers shall be aware of the following:
 - a. Behavior of supervisors and managers shall represent the values of the department and professional standards.
 - b. False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent department members.
- 2. Nothing in this section shall be construed to prevent supervisors or managers from discharging their supervisory or management responsibilities, such as determining duty assignments, evaluating, counseling, or issuing discipline in a manner that is consistent with established procedures.
- 3. The responsibilities of supervisors and managers shall include but are not limited to:
 - a. Continuously monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, harassment, or retaliation.
 - b. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
 - c. Ensure subordinates understand their responsibilities in accordance with this policy.
 - d. Ensure that all department members who file complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- 4. Supervisors made aware of suspected cases of discrimination or sexual harassment shall immediately verbally notify their chain of command, unless extenuating circumstances exist which would necessitate direct reporting to the EELO.
- 5. All division managers shall immediately notify their direct supervisor and the EELO of alleged or suspected cases of discrimination and sexual harassment.
- 6. Supervisors and managers receiving information regarding alleged violations of this policy shall follow up a verbal notification with written documentation of the circumstances surrounding any reported allegations or observed incidents and forward it to their chain of command and the EELO within 24 hours of receipt.

G. INITIAL REMEDIATION OF COMPLAINTS

- 1. Various methods of resolution exist. Pending resolution of any such investigation, the supervisor of the involved department member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment.
- 2. It is the policy of the department that all complaints of discrimination, retaliation, or harassment shall be promptly documented and thoroughly investigated.

H. INVESTIGATION

- 1. In all cases of reported allegations or observed acts of discrimination, harassment, or retaliation, an investigation shall be conducted.
 - a. All investigations shall be completed in accordance with Reference Manual 220.01 (Internal Investigations Manual).
 - b. All sexual harassment complaints shall be investigated by City Human Resources or IAD.
 - c. Division Commanders shall refer all reported allegations or observed acts of discrimination, harassment, or retaliation to the Chief of Police (COP), through the EELO.
 - d. If a discrimination complaint is investigated at the division level, the completed, original copy of the investigation shall immediately be forwarded to the EELO.
 - e. The EELO and the COP shall review all completed discrimination complaint investigations, and the COP will render a finding consistent with RM 220.01.
 - f. The EELO shall maintain a record of all complaints. All investigative records shall be maintained by the IAD.



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2. Investigation of the complaint shall be kept confidential to the extent possible.
3. The member assigned to investigate a complaint shall have full authority to review all aspects of the complaint. Investigative authority includes:
 - a. Access to records.
 - b. The cooperation of any department members involved.
4. The investigation should include, but not be limited to:
 - a. Details of the specific incident.
 - b. Frequency and dates of occurrences.
 - c. Names of any witnesses.
 - (1) Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.
5. All discrimination complaints filed through compliance agencies (e.g., Human Rights Commission, CRD, EEOC) shall be handled by the City's Equal Employment Manager with assistance from the City Attorney's Office (CAO).
6. When a city employee receives notice from a compliance agency that a discrimination complaint has been filed, the complaint should be forwarded immediately to the Equal Employment Manager. The Equal Employment Manager shall:
 - a. Request specific information regarding the nature of the complaint from the compliance agency if necessary.
 - b. Conduct a thorough investigation of the charge(s) within the time frame requested by the compliance agency or refer the complaint to the Internal Affairs Division to conduct the investigation.
 - c. Have access to all records that may help determine the relevant facts.
 - d. Prepare a response to the charge of discrimination, stating all the relevant facts and the city's contentions regarding the discrimination charge.

I. ALTERNATIVE COMPLAINT PROCESS

1. No provision of this policy shall prevent any department member from seeking legal redress outside the department. Members who believe that they have been harassed, discriminated, or retaliated against are entitled to bring complaints of employment discrimination to the Federal Equal Employment Opportunity Commission (eeoc.gov) or the California Civil Rights Department (ccrs.civilrights.ca.gov).
 - a. Specific time limitations apply to the filing of such charges.
 - b. Members are advised that proceeding with complaints in accordance with this policy do not affect the filing requirements of alternative complaint processes.

J. DOCUMENTATION OF COMPLAINTS

1. All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the COP. The outcome of all reports shall be:
 - a. Approved by the COP, city manager, or Human Resources director, depending on the rank of the involved parties.
 - b. Maintained in accordance with the department's established records retention schedule.

K. NOTIFICATION OF DISPOSITION

1. The complainant and respondent shall be notified of the disposition of the investigation. After the investigation and findings have been concluded, the City's Equal Employment Manager or the Sacramento Police Department's Internal Affairs Division will communicate the confidential finding to the complainant, alleged harasser, and any other concerned party.

L. WORKING CONDITIONS

1. The COP or designee shall be responsible for reviewing facility design and working conditions for discriminatory practices. This member should collaborate with other city employees who are similarly tasked.

M. TRAINING

1. All new department members shall be provided this policy as part of their orientation.
2. All existing members shall acknowledge this order annually.
3. Receipt and acknowledgement by all members include certification of the following:
 - a. Receipt.



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- b. Awareness and comprehension.
- c. Agreement to abide while employed by the department.

N. STATE-REQUIRED TRAINING

1. The EELO should ensure that employees receive the required state training and education regarding prevention of harassment, discrimination, and retaliation, including sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows:
 - a. Supervisory employees shall receive two hours of classroom or other effective interactive training and education within 30 days of assuming a supervisory position.
 - b. All other non-managerial and non-supervisory employees shall receive at least one hour of classroom or other effective interactive training and education within 30 days of their employment or sooner for seasonal or temporary employees in accordance with Government Code § 12950.1.
 - c. All employees shall receive refresher training every two years thereafter.

O. REQUIRED POSTERS

1. The department shall display the required posters regarding discrimination, harassment, and transgender rights in a prominent and accessible location for department members.