



SEXUAL MISCONDUCT POLICY

Sexual Misconduct Policy Statement

St. Charles Parish will not tolerate and will seek to eradicate any behavior by its employees, volunteers, temporary workers which constitutes Sexual Misconduct toward another person to include children. "Sexual Misconduct" means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, as defined in Louisiana. "Sexual Misconduct" does not include "sexual harassment."

Procedures for Reporting and Responding to Reports of Sexual Misconduct

1. Employees, Temporary Workers, and Volunteers

All St. Charles Parish employees, temporary workers, and volunteers are required to report any known or suspected incidents of Sexual Misconduct according to this policy and state law. The report(s) of Sexual Misconduct must be reported to the Department Director and/or the Personnel Officer immediately. If the person to whom an employee, temporary worker, or volunteer is the offending person, the report should be made to the next higher level of administration or supervisor.

2. Recreation Department (Summer Camp, Recreational Sports Play and Special Olympics)

Parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incidents of known or suspected sexual misconduct to St. Charles Parish (The Department Head and/or the Personnel Officer).

- Reports of Sexual Misconduct shall be brought as soon as possible to the Personnel Officer and Parish Administration for prompt investigation of the facts, determine the issues, and notification to the St. Charles Parish Sheriff's office.
- St. Charles Parish will then turn over any and all information to the authorities and applicable governing state agencies and fully cooperate with the investigation.

Investigation and Confidentiality

All formal complaints of Sexual Misconduct will be given full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Discipline

Any employee, temporary worker, or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy and/or the Louisiana law will be terminated and subject to possible criminal charges.

Intentional or malicious false accusations regarding sexual misconduct will not be tolerated, and any employee, temporary worker, or volunteer knowingly making a false accusation will be subject to disciplinary action up to and including termination or discharge for volunteers.

St. Charles Parish will discipline any employee, temporary employee, volunteer who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies assists or participates in an investigation, a proceeding or hearing relating to sexual misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Maintenance of Records

The Personnel Office shall maintain all applicable records and documentation for the sexual misconduct required by law for sexual misconduct involving employees, temporary workers, and volunteers.

Date:

11/1/13

Approved by:

V.J. St. Pierre, Jr.

Name: V.J. St. Pierre, Jr.

Title: Parish President

**ST. CHARLES PARISH
SEXUAL MISCONDUCT POLICY
ACKNOWLEDGEMENT FORM**

I have received a copy of the St. Charles Parish Sexual Misconduct Policy. I understand its terms and conditions and hereby agree to adhere to its provisions.

Employee Printed Name

Employee Signature

Date

Witness

Date