



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: 1-700.00

TO: All Patrol and Judicial Personnel

RE: **PERSONAL RELATIONSHIPS**

REL: Personal Relationships Between Employees

PURPOSE: To establish policy governing personal relationships between all employees of the Allegany County Sheriff's Office, Patrol and Judicial Divisions.

EFFECTIVE DATE: 2003

REVISION DATE: 3/1/2016

1-701.00 Policy Statement

- .01 Each employee shall maintain a professional working relationship with his or her supervisor, subordinates, and co-workers and the Sheriff's Office encourages loyalty and cooperation between employees. While personal relationships (supervisor and subordinate, subordinate and subordinate) have occurred in the past and presently exist, it is also recognized that some of these relationships have created an appearance of impropriety, partiality, and distrust.
- .02 This policy is implemented in order to maintain the highest possible degree of professionalism in the Department and to avoid the appearance of impropriety, partiality, and distrust.

1-702.00 Definitions

- .01 Employee – refers to all employees (sworn and civilian) of the Patrol and Judicial Divisions of the Allegany County Sheriff's Office, unless otherwise stated.
- .02 Relationship – interaction between two individuals for the purpose of intimate or sexual purposes
- .03 Direct Supervisor – an employee who is responsible for another employee's work performance, assignment of duties, performance evaluations, etc.

1-703.00 Prohibited Relationships

- .01 This policy applies to:
 - A. Different-gender and same-gender relationships
 - B. Inter-divisional relationships (including the Detention Division)
 - C. Intra-divisional relationships
- .02 Relationships between employees are prohibited if they:
 - A. Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command
 - B. Cause actual or perceived partiality or unfairness
 - C. Involve, or appear to involve, the improper use of rank for personal gain
 - D. Are, or perceived to be, exploitative or coercive in nature
 - E. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the Sheriff's Office to accomplish its mission.
- .03 Types of relationships between employees that are prohibited include, but may not be limited to:
 - A. Dating
 - B. Shared living accommodations that are intimate or sexual in nature
 - C. Intimate or sexual contact of any kind or type
- .04 Under no circumstances will an employee enter in a personal relationship with another employee after the effective date of this policy.

1-704.00 Exemptions to policy

- .01 Any relationships that existed prior to the effective date of this policy are exempted, unless:
 - A. An employee is the direct supervisor of the other person involved in the relationship

1-705.00 Non-Disciplinary Actions Available

- .01 If two employees are involved in a personal relationship and one is the direct supervisor of the other, the Sheriff may transfer one or both employees to another position in the Sheriff's Office.
- .02 If two employees are involved in a personal relationship and one is the direct supervisor of the other, one or both employees may request employment in another County department or agency, i.e. Planning, Permits and Inspection, etc., should a vacancy exist.

1-706.00 Disciplinary Action

- .01 Violations of this policy will result in disciplinary action, up to and including, termination.

By Order Of:

Craig A. Robertson, Sheriff