

SECRETARY'S DIRECTIVE

	Title: Sexual Harassment - Prohibited
	Number of Pages: 15 Number of Appendices: 2
Related Statutes and Regulations: Correctional Services Article, §2-103, ACM; State Personnel and Pensions Article, §§2-201 to 205; §2-302, ACM; Title 20—Maryland Commission on Civil Rights, AMC; and Executive Order 01.01.2007.16—Code of Fair Employment Practices Title VII, Civil Rights Act of 1964, 42 U.S.C. §2000e; EEOC Enforcement Guidance on Harassment in the Workplace , 18 C.F.R. §1300.104; 29 C.F.R. §1604.11	
Related ACA and MCCS Standards: 5-ACI-1C-09 (2019) 1-CORE-7B-02, 03, 04 (2016)	
Related Directives: DPSCS.050.0002—Department of Public Safety and Correctional Services Standards of Conduct and Internal Administrative Disciplinary Process	
Variance: No division, agency, or facility directive is permitted.	

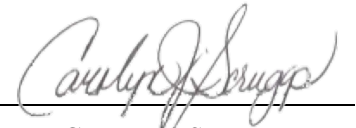
Directive Number:
DPSCS.050.0024

Rescinds and Replaces:
OEO.050.0024 - Sexual Harassment
- Prohibited dated October 5, 2016

Issued Date: November 20, 2025
Effective Date: December 1, 2025



Mala Malhotra-Ortiz
Executive Director
Office of Fair Practices and
Inclusion



Carolyn J. Scruggs
Secretary

.01 Purpose.

The purpose of this directive is to mandate policy and procedures for preventing, reporting, investigating, and disciplining staff in regard to claims of sexual harassment within the Department of Public Safety and Correctional Services (Department). This policy supports the Department's commitment to providing a workplace free from harassment and retaliation and requires all employees to take reasonable steps to prevent sexual harassment from occurring and to address such conduct before it becomes unlawful.

.02 Scope.

This directive applies to employees and service providers in all units of the Department.

.03 Policy.

- A.** The Department is committed to providing employees and service providers with a work environment free of sexual harassment and retaliation.

- B.** The Department shall ensure that all complaints of sexual harassment or retaliation are thoroughly investigated and promptly resolved in accordance with State policies and regulations.
- C.** The Department has zero tolerance for sexual harassment and retaliation against an employee or service provider who filed a charge of sexual harassment or retaliation, participated in a sexual harassment or retaliation investigation or proceeding, or otherwise opposed sexual harassment or retaliation in the workplace.
- D.** The Department shall take appropriate disciplinary or administrative action, up to and including termination, against an employee or service provider determined to have engaged in sexual harassment or retaliation.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Adverse Employment Action.

(a) “Adverse employment action” means any negative change in the terms and conditions of an employee’s employment.

(b) “Adverse employment action” may include, but is not limited to:

(i) Unnecessary transfers, shift changes, or attention;

(ii) Unwarranted negative performance evaluations, discipline, denial of promotion, denial of leave, or denial of shift change request; or

(iii) The creation of a hostile work environment because the employee engaged in a legally protected activity related to a claim of sexual harassment.

(2) “Appointing Authority” has the meaning stated in State Personnel and Pension Article, §1-101, Annotated Code of Maryland.

(3) “Complaint” means a written statement presented by a complainant to the Department’s Office of Fair Practices and Inclusion, Equal Employment Opportunity Unit, alleging sexual harassment or retaliation.

(4) Disciplinary Action.

(a) “Disciplinary Action” has the meaning stated in State Personnel and Pensions Article, §11-104, Annotated Code of Maryland.

- (b) “Disciplinary Action” includes an action taken by the appointing authority against the employee, and may include:
 - (i) A written reprimand;
 - (ii) Forfeiture of up to 15 work days of the employee’s accrued annual leave;
 - (iii) Suspension of the employee without pay;
 - (iv) Denial of an employee’s an annual pay increase;
 - (v) Demotion of the employee to a lower pay grade; or
 - (vi) With prior approval of the head of the principal unit:
 - a. Terminate the employee’s employment, without prejudice; or
 - b. If the appointing authority finds that the employee’s actions are egregious to the extent that the employee does not merit employment in any capacity with the State, terminate the employee’s employment, with prejudice.
- (5) “Employee” means an individual employed by the Department, including an intern, paid worker, or service provider whose work within the Department is controlled by the Department, including but not limited to:
 - (a) When, where, and how the individual performs a job;
 - (b) What resources, tools, materials, and equipment are made available; and
 - (c) Whether compensation or a benefit is conferred based on job performance (e.g. academic credit, stipend, future employment).
- (6) “Equal Employment Opportunity (EEO) Unit” is a unit within the Office of Fair Practices and Inclusion.
- (7) “Executive Director” means the Executive Director of the Department’s Office of Fair Practices and Inclusion (OFPI).
- (8) Hostile Work Environment.
 - (a) “Hostile work environment” means:
 - (i) Creating an intimidating, offensive, or antagonistic work environment; or
 - (ii) Conduct that has the purpose of unreasonably interfering with an employee’s work performance.

- (b) “Hostile work environment” resulting from sexual harassment includes conduct which need not be severe or pervasive, that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when, based on the totality of the circumstances, the conduct unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile.
- (c) “Hostile work environment” resulting from sexual harassment includes, but is not limited to:
 - (i) Discussing sexual activity;
 - (ii) Telling inappropriate sexually charged jokes;
 - (iii) Commenting on physical attributes;
 - (iv) Using crude, demeaning, or inappropriate language and terms;
 - (v) Unwelcome or unsolicited requests for dating;
 - (vi) Leering (prolonged staring);
 - (vii) Physically or electronically (e.g. social media, cameras, etc.) stalking;
 - (viii) Making suggestive or insulting noises such as “wolf whistling”;
 - (ix) Making obscene gestures;
 - (x) Unnecessary touching, such as intentionally brushing against an individual’s body;
 - (xi) Pinching;
 - (xii) Assault;
 - (xiii) Other unwelcome physical contact of a sexual nature;
 - (xiv) Displaying, forwarding, or sharing sexually suggestive pictures, drawings, or items;
 - (xv) Sabotaging work;
 - (xvi) Engaging in hostile physical contact;
 - (xvii) Granting work related favors to individuals participating in consensual sexual activity;
 - (xviii) Adverse employment action resulting from refusing sexual advances; and
 - (xix) Threatening to impose sexual *quid pro quo*.
- (9) “Legally protected activity” means resisting, opposing, or reporting sexual harassment; making bona fide oral or written complaints about sexual harassment; or testifying,

assisting, or authorized participation in the investigation of a sexual harassment complaint.

(10) *Quid Pro Quo* (this for that) Sexual Harassment.

- (a) “*Quid pro quo* sexual harassment” means conduct which need not be severe or pervasive, that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:
 - (i) Submission to the conduct is made either explicitly or implicitly a term or condition of employment of an individual; or
 - (ii) Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual.
- (b) “*Quid pro quo* sexual harassment” signifies when an individual in a position of power over an employee offers or denies employment, pay, benefits, title, position, or other opportunities for advancement or training that are conditioned on the employee’s submission to unwelcome explicit or implicit sexual advances.

(11) “Retaliation” means an adverse employment action taken against an individual **because** the individual engaged in a legally protected activity.

(12) Service Provider.

- (a) “Service provider” means an individual working in any capacity, including a private citizen or a private or public organization authorized by contract, memorandum of understanding, or other agreement to provide a service to an incarcerated or supervised individual, or the Department.
- (b) “Service provider” may include, but is not limited to:
 - (i) A volunteer;
 - (ii) An intern;
 - (iii) A contractor;
 - (iv) A chaplain;
 - (v) An employee of a vendor under contract to the Department;
 - (vi) A contractor or employee of a contractor with the Department; and
 - (vii) An employee of another unit of State government working in the Department.

(13) Sexual Harassment.

- (a) "Sexual harassment" means *quid pro quo* sexual harassment or hostile work environment.
- (b) "Sexual harassment" can occur in a variety of circumstances, including but not limited to the following:
 - (i) The victim, as well as the accused, may be of any gender;
 - (ii) The victim does not have to be of the opposite gender;
 - (iii) The accused may be an employee's direct supervisor, a supervisor in another division, a co-worker, or a non-employee;
 - (iv) The victim does not have to be the person harassed but could be anyone affected by the offensive conduct;
 - (v) Sex-based offensive behavior in the work place is prohibited by law;
 - (vi) Even if the behavior may be tolerated by some individuals outside of the workplace, it will not be tolerated within the workplace; and
 - (vii) The ignorance or intentions of the harasser are irrelevant.
- (14) "Third Party Complaint" is a complaint filed by someone other than the target of sexual harassment and or retaliation. Anyone having knowledge of sexual harassment and/or retaliation may file a complaint.
- (15) "Unit of the Department (unit)" means an organization, an institution, or a division, established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary).

.05 Responsibility.

A. Prohibition Against Sexual Harassment and Retaliation.

- (1) Sexual harassment and retaliation in the workplace are prohibited by law and are not tolerated within the Department.
- (2) A Department employee may not:
 - (a) Engage in, support, or otherwise condone sexual harassment or retaliation;
 - (b) Dissuade, advise, or discourage an individual from reporting alleged sexual harassment or retaliation; or
 - (c) Intimidate, coerce, threaten, influence, or retaliate against an individual because the individual engaged in a legally protected activity.

(3) Sexual harassment or retaliation:

- (a) Does not require the interaction be between individuals of different genders;
- (b) May victimize:
 - (i) A specific individual or group of individuals; or
 - (ii) An individual or individuals otherwise offended by prohibited behavior directed toward others;
- (c) May be reported by an employee or an individual with knowledge of the incident;
- (d) May occur as a single act or pattern of conduct; and
- (e) Maybe committed by employees, supervisors, peers, service providers, or other individuals conducting business at the workplace.

B. Sexual Harassment and Retaliation.

(1) Sexual harassment is:

- (a) Not based on the intent of the alleged harasser's actions, but on the perception of the complainant or victim; and
- (b) Decided on a case-by-case basis, consistent with the applicable laws and this Directive, considering the totality of the circumstances of the situation.

(2) A charge of retaliation requires that all three of the following conditions are met:

- (a) The complainant engaged in a legally protected activity, including but not limited to:
 - (i) Filing a charge of sexual harassment, discrimination, or retaliation;
 - (ii) Participating in a sexual harassment or discrimination investigation or proceeding; or
 - (iii) Opposing sexual harassment or discrimination in the workplace;
- (b) The complainant experienced an adverse employment action; and
- (c) There must be a relationship between the protected activity under §.05C(1) and the adverse employment action under §.05D of this directive.

C. Responsibilities — Department.

- (1) If an allegation of sexual harassment or retaliation is made against an employee, then the Department shall take immediate action, pending the outcome of the required investigation to:

- (a) Stop the alleged conduct, which may include a directive from a supervisor reminding those potentially affected that the Department does not tolerate sexual harassment and retaliation; and
 - (b) Separate the accused employee from having direct or, to the extent possible, indirect contact with or supervision of the victim as well as the complainant. In most cases, the accused employee's assignment will be adjusted.
- (2) Action taken under §.05C(1)(a) and (b) of this directive shall not create undue adverse impact on the victim or complainant.
 - (3) Appropriate administrative or disciplinary action must be taken if a complaint of sexual harassment or retaliation is substantiated.

D. Responsibilities — Appointing Authority.

- (1) An appointing authority shall:
 - (a) Ensure that every employee in the unit is familiar with Department's zero tolerance policy for sexual harassment and retaliation and that a substantiated complaint of sexual harassment or retaliation shall result in administrative or disciplinary action up to and including termination of employment;
 - (b) Ensure that employees attend sexual harassment and retaliation training required by the State of Maryland and Department;
 - (c) Post a copy of required notices related to this directive in a conspicuous location for all unit employees to see; and
 - (d) Enforce the procedures stated in §.05C of this directive.

E. Responsibilities — Supervisor, Manager, or Shift Commander.

- (1) A supervisor, manager, or shift commander, whether in acting capacity or permanent, shall:
 - (a) Ensure that each direct report is familiar with the Department's zero tolerance policy prohibiting sexual harassment and retaliation;
 - (b) Lead by example by not engaging in any sexual harassment or retaliation and, if such conduct is observed, direct that the conduct cease immediately;
 - (c) Take reasonable and unbiased actions to eliminate circumstances that may result in incidents of sexual harassment or retaliation to include immediately separating the parties;
 - (d) When an allegation of sexual harassment or retaliation is made against an employee or

service provider, and pending the outcome of the required investigation, take immediate action to:

- (i) Stop the alleged conduct, which may include a directive from a supervisor reminding those potentially affected that the Department does not tolerate sexual harassment and retaliation; and
 - (ii) As part of the immediate action required under §.05D(1) of this directive, separate the accused employee from having direct contact or, to the extent possible, indirect contact with or supervision of the victim, as well as the complainant. In most cases, the accused employee's assignment will be adjusted; and
- (e) Ensure that action taken in §.05C(1)(a) and (b) of this directive does not create undue adverse impact on the victim or complainant.
- (2) A supervisor, manager, or shift commander, whether in acting capacity or permanent, shall ensure that a complaint of sexual harassment or retaliation is reported, in writing, to the Executive Director of the OFPI Equal Employment Opportunity Unit. Complaint forms can be found on the Department's public and internal websites.

F. Responsibilities — Employee and Service Provider.

- (1) An employee or service provider shall complete:
- (a) Initial sexual harassment and retaliation prevention training within six months of the individual's date of hire; and
 - (b) Refresher training every two years while employed, pursuant to State training requirements.
- (2) An employee or service provider, who has personal knowledge of or a reasonable belief that, sexual harassment or retaliation is or has taken place, shall report the circumstances immediately, as established under this directive, to a supervisor and/or an EEO representative.
- (3) An employee who believes that they are being sexually harassed may:
- (a) Inform the alleged harasser that the conduct is unwelcome and needs to immediately cease; and
 - (b) Report the circumstances immediately, as established under this directive, to a supervisor and/or an EEO representative.
- (4) An employee shall not be required to confront an alleged harasser in order to file a complaint of sexual harassment.

- (5) Any employee being investigated for an accusation of sexual harassment or retaliation shall cooperate with the OFPI EEO unit and IID investigators to the fullest extent possible. If the accused employee's lack of cooperation is delaying the investigation, the agency will consider the lack of cooperation consent to extend the time for disciplinary action.

G. Responsibilities — Office of Fair Practices and Inclusion, Equal Employment Opportunity Unit.

- (1) The Executive Director of the OFPI, or a designee within the EEO Unit, is responsible for the following:
 - (a) Coordinating administrative and operational activities related to filing, reporting, processing, investigating, and resolving a complaint;
 - (b) Approving forms used to document actions taken in response to a complaint;
 - (c) Receiving, logging, and tracking a complaint;
 - (d) Investigating or assigning an investigation of a complaint;
 - (e) Making a conclusion regarding the complaint, including drafting an analysis of the facts and the relevant law, and determining if the allegations are substantiated or not;
 - (f) Providing the appointing authority with the determination and recommended discipline to be imposed and/or a recommendation to take other actions to address the concern immediately;
 - (g) Filing and maintaining records related to all complaints for a minimum of 3 years from the filing of the complaint; and
 - (h) Maintaining as confidential, records and documents related to a complaint in accordance with State Personnel and Pension Article, § 5-214, Annotated Code of Maryland which states that information obtained as part of an investigation conducted under this subtitle is confidential within the meaning of Title 4 of the General Provisions Article.
- (2) The Executive Director of the OFPI, or a designee within the EEO Unit, is responsible for maintaining and reporting (annually and semi-annually) sexual harassment and retaliation complaint data.

H. Responsibilities — Maryland Public Safety and Education and Training Center (PSETC).

- (1) The Executive Director, or a designee, in cooperation with the Executive Director PSETC or a designee, shall develop and provide training and education to all mandated Department employees that communicates OFPI's administrative and operational procedures related to sexual harassment and retaliation.

- (2) PSETC's sexual harassment prevention and reporting curriculum shall:
 - (a) Be preapproved by the Executive Director of OPFI;
 - (b) Be delivered by certified trainers; and
 - (c) At a minimum, include the following areas:
 - (i) Definitions and examples of sexual harassment and retaliation;
 - (ii) Proper and timely filing of a complaint;
 - (iii) How to best document a complaint;
 - (iv) How the EEO Unit processes and investigates a complaint; and
 - (v) How a complaint may be resolved.

.06 Procedures.

A. Complaint Procedures — Alleged Sexual Harassment or Retaliation.

- (1) Filing of a complaint of alleged sexual harassment or retaliation is a right entitling individuals to due process. Interference with this right is prohibited.
- (2) The EEO Unit of OFPI accepts complaints of sexual harassment and retaliation from employees and service providers.
- (3) A complaint of sexual harassment or retaliation can be filed on behalf of another party.
 - (a) In the case where a complainant is temporarily unavailable to file a complaint and a manager needs to immediately address a sexual harassment or retaliation incident, the manager may report the incident using the online EEO Internal Complaint form available as listed in §.06B(1)(a) of this directive.
 - (b) The complainant should complete the appropriate EEO complaint form as soon as possible after the incident.
- (4) Complainants are encouraged to report incidents of sexual harassment or retaliation immediately, or as soon as possible after the incident occurred or the individual should have known that the incident occurred.
 - (a) Pursuant to State Personnel and Pensions Article, §5-211(b), Annotated Code of Maryland, a complaint under this subtitle must be filed within one year after the complainant first knew of or reasonably should have known of the alleged violation that is the basis for the complaint.

- (b) Pursuant to State Personnel and Pensions Article, §5-211(c), Annotated Code of Maryland, a complaint that alleges harassment in violation of § 20–606(a)(5) of the State Government Article must be filed within two years after the complainant first knew of or reasonably should have known of the alleged violation that is the basis for the complaint.

B. Where to File a Complaint.

- (1) A complaint under this directive may be filed with any or all of the following:
 - (a) The employee's appointing authority.
 - (b) The Department's OFPI, EEO Unit.
 - (i) To file a complaint electronically, a complainant, or complainant's supervisor, may complete the EEO's electronic Internal Complaint form, which is available on the Department's SafetyNet (intranet) at: <http://eeodiv.dpscs.ad.icj.mdstate/eeocomplaintform/>
 - (ii) To file a complaint by mail or in person, a complainant, or the complainant's supervisory may complete the EEO's fillable PDF Internal Complaint Form, which is available on the Department's public website at: <https://dpscs.maryland.gov/eo/index.shtml>. The completed Internal Complaint form may be hand-delivered or mailed to EEO at 6776 Reisterstown Road, Suite 307 Baltimore, MD 21215.
 - (c) Maryland Commission on Civil Rights (MCCR).
 - (i) Filing a complaint of ongoing sexual harassment with the MCCR is required to be submitted within two years after the victim first knew, or reasonably should have known, of the alleged violation that is the basis for the complaint.
 - (ii) Pursuant to Title 20, Subtitle 10, Part 1 of the State Government Article, you must file a complaint alleging an unlawful employment practice other than harassment within 300 days of the date of discrimination or the date when you learned of the discriminatory action. A complaint alleging harassment against an employer must be filed within 2 years after the date on which the alleged harassment occurred.
 - (iii) The complainant shall file a complaint with MCCR using a form approved by the MCCR., located online at: <https://mccr.maryland.gov/Pages/Intake.aspx>.
 - (iv) The completed complaint form may be submitted online, hand-delivered, or mailed to MCCR at 6 Saint Paul Street, 9th Floor, Baltimore MD 21202.

- (d) U.S. Equal Employment Opportunity Commission (EEOC).
 - (i) Filing a complaint of sexual harassment with the EEOC is required to be submitted within 180 days (and within 300 days for retaliation) after the complainant first knew, or reasonably should have known of the alleged violation that is the basis for the complaint.
 - (ii) The complainant shall file a complaint with EEOC using a form approved by the EEOC.
 - (iii) The completed complaint form may be hand-delivered or mailed to EEOC at 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201.

C. Investigation Procedures and Dissemination of Findings.

- (1) The Executive Director, or designee within the EEO Unit, shall ensure that each complaint received by OFPI is promptly investigated.
 - (a) If the egregiousness of the complaint of sexual harassment or retaliation rises to the level of a potential criminal act, the Executive Director or their EEO designee shall refer the complaint to the Executive Director, Internal Investigative Division (IID) for immediate investigation and action.
 - (b) When an investigation is completed by IID, the Executive Director of IID shall immediately send to the Executive Director a copy of the investigative report and findings.
 - (c) When an investigation of a complaint is completed by the OFPI, the Executive Director, or a designee, shall:
 - (i) Advise the complainant, in writing, of the findings and, if appropriate, additional rights concerning the complaint; and
 - (ii) Recommend a proposed decision to the head of the principal unit.
 - (d) Pursuant to State Personnel and Pensions Article, §5-212, Annotated Code of Maryland, the OFPI's EEO unit has 60 days (and up to 90 days with consent of the complainant) from receipt of a complaint of sexual harassment, sexual assault, or retaliation to investigate and recommend a proposed decision to the head of the principal unit. Within that same time frame, the head of the principal unit shall issue a written decision to the complainant and may grant any appropriate relief.
- (2) In compliance with State Personnel and Pensions Article §5-214, information obtained as part of an investigation is confidential.
 - (a) To the extent possible, the Department shall maintain confidential information

concerning the identity of the victim, employee, service provider, witness, and the alleged harasser.

- (b) Unless otherwise directed by law, OFPI will provide the investigation reports with sustained findings only to the Secretary, the appropriate assistant attorneys general, and the relevant head of unit (deputy secretary, chairperson, commissioner, or executive director on the executive leadership team). It is the responsibility of the head of the unit to issue discipline timely and otherwise consistent with the relevant disciplinary process for the subject employee as outlined in the statutes referenced herein.

D. Human Resources Services Division.

- (1) The Chief Human Resource Officer, Human Resources Services Division, or a designee, shall ensure that at the time an individual is hired by the Department the new employee is provided with:
 - (a) A copy of the Department's Sexual Harassment Directive;
 - (b) "Acknowledgement of Receipt of Secretary's Directive DPSCS.050.0024" form (Appendix B); and
 - (c) The contact information for the Executive Director, which houses the EEO Unit.
- (2) The Chief Human Resource Officer or a designee shall ensure that employees annually review the Department's Sexual Harassment Directive, and sign and submit an "Acknowledgement of Receipt of Secretary's Directive DPSCS.050.0024" form (Appendix B) through the State Personnel and Pension Workday application.

E. Appeals.

- (1) A complainant may appeal a decision of the OFPI, EEO Unit, to the Office of Equal Employment Opportunity Coordinator (OEEOC) of the Department of Budget and Management, which shall be:
 - (a) Submitted in writing within 10 days of receipt; and
 - (b) Sent to the DBM Office of Equal Employment Opportunity Coordinator at 301 W. Preston Street, Room 607, Baltimore, MD 21201.
- (2) The appeal shall be processed and a decision made according to provisions under State Personnel and Pensions Article, §5-213, Annotated Code of Maryland.

F. Sanctions.

- (1) The OFPI shall strive to make appropriate recommendations for resolving complaints and consistent application of disciplinary or other remedial action related to substantiated

complaints of sexual harassment and retaliation.

- (2) Sexual harassment or retaliation is a violation of *DPSCS.050.0002 - Department policy and the Standards of Conduct and Internal Administrative Disciplinary Process* and, an employee determined to have committed sexual harassment or retaliation, may subject the employee to disciplinary action, up to and including termination of employment with the Department.
- (3) Making a false report is a Second Category Infraction under *DPSCS.050.0002 - Department policy and the Standards of Conduct and Internal Administrative Disciplinary Process* and may subject the employee to disciplinary action.
- (4) An employee, a supervisor, a manager, a shift commander, or a Unit Head who does not perform responsibilities required under this directive may be subject to disciplinary action, up to and including termination of employment with the Department.

.07 Appendix.

A. DPSCS Internal Discrimination/Unfair Complaint Form

DPSCS Form # 50-24aRP (rev. 09/25) - Fillable PDF

([https://dpscs.maryland.gov/eo/Internal%20Complaint% 20Form2025.pdf](https://dpscs.maryland.gov/eo/Internal%20Complaint%20Form2025.pdf))

DPSCS Form # 50-24aE (rev. 09/25) - Electronic Form

(<http://eeodiv.dpscs.ad.icj.mdstate/eeocomplaintform/>)

B. Acknowledgment of Receipt of DPSCS.050.0024 - [DPSCS Form # 50-24bR \(rev 09/2025\)](#)

.08 History.

- A. This directive updates OEO.050.0024, dated May 31, 2016, by providing clarification for action taken to stop an incident of sexual harassment.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.09 Distribution.

A

B



WE ARE PUBLIC SAFETY!

Welcome to SafetyNet, the Intranet of the
Department of Public Safety and Correctional Services
'Our employees are our greatest strength'

Department of Public Safety and Correctional Services
Internal Complaint of Discrimination/Unfair Employment Practices Form

Date: _____

Contact Information:

* First Name: _____ * Last Name: _____
* Position/Title: _____ * W#: _____
* Home Address: _____
* City: _____ * State: MD * Zip Code: _____
Work Phone: _____ * Home / Cell Phone: _____
* Email Personal: _____ * Email Work: _____
* Assignment/Agency Division: _____
* Work Location: _____
* Immediate Supervisor/Title: _____

Information relating to the complaint:

* Incident date: _____ * Approximate time of incident: _____
* Incident location: (Be as specific as possible) _____

Protected Classes: (check one or more) required

• Age Ancestry/National Origin/Ethnicity Color Creed/Religion Gender Identity and Expression Genetic Information
• Marital Status Mental or Physical Disability • Race • Retaliation • Sex Discrimination • Sexual Orientation

Issues Involved:

• Bullying • Demotion • Denial of ADA Accommodation • Denial of Religious Accommodation
• Discipline • Discharge/Termination • Promotion • Recruitment • Transfer
• Religious/Medical Exemption • Selection/Hiring • Sexual Harassment • Terms and Conditions

If you have selected a Protected Class (or classes) from the section above, please use the space below to self-identify your demographic information. {Ex. Asian, Male, over 40, Catholic, identifies as Trans}

***Name of Accused:** **First:** _____ **Last:** _____ **Title:** _____

*** Brief Outline of the Complaint:**

Did you report this to anyone, including any supervisory or management personnel?

☐ Yes ☐ No

If so, Who did you notify & when:

Name of Supervisor, Agency head:

Have you previously filed a complaint or participated in any EEO activity?

☐ Yes ☐ No

If yes, please explain with dates and the location:

*Have you filed a complaint regarding this matter in any other form or agency? (ex. EEOC, MCCR)

☐ Yes ☐ No

If so, detail what agency/venue and date of filing.

*Have you filed a grievance or union complaint?

☐ Yes ☐ No

If yes, please provide detail including the date of filing:

Mediation:

*I understand that I may voluntarily participate in mediation (with EEO or a third party mediator), in an attempt to resolve this matter.

☐ Yes ☒ No

*Would you like to participate in a mediation?

☒ Yes ☐ No

What corrective action do you request or believe will resolve this complaint?

Affirmation:

- * ☐ I affirm under the penalty of perjury that I have read the above complaint and that it is true to the best of my knowledge, information and belief.
- * ☐ I understand and agree that this Complaint and the associated investigation is a confidential matter. I understand that I shall not discuss or disclose information related to this complaint or investigation; my disclosure of information may interfere with the investigation and is prohibited.
- * ☐ I understand that I shall report any act of retaliation related to my participation in EEO protected activity. I also understand that I may not engage in retaliation against others for their participation or failure to participate in EEO-protected activity as a party or witness.
- * ☐ I understand I have a right to file a Complaint with an external agency, including but not limited to:

- Maryland Commission on Civil Rights
- Office of Fair Practices & Inclusion, EEO/ADA

*Should you need an ADA Accommodation, please contact our office at: fairpractice.accommodations@maryland.gov

Signature: _____

INSTRUCTIONS: Please complete the complaint form and email to fairpractice.complaints@maryland.gov.

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

**Receipt and Acknowledgement of
DPSCS.050.0024 – Sexual Harassment – Prohibited**

My signature below acknowledges receipt of *DPSCS.050.0024 – Sexual Harassment – Prohibited*. I understand that I am responsible for reviewing and following the lawful requirements of the Directive.

Further, I understand that an investigation of allegations of sexual harassment or retaliation resulting in a finding of probable cause against me may result in disciplinary action, up to and including, termination.

Date Directive Received by Employee: _____

Employee's Printed Name: _____

Employee's Signature: _____

Date Signed: _____

Supervisor's Printed Name: _____

Supervisor's Signature: _____

Date Signed: _____