



# Shelby County Sheriff's Office

Mark H. Luttrell, Jr., Sheriff - 201 Poplar - Memphis, Tn. 38103 - 545-5500

## INFORMATION BULLETIN

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**SERIAL #:** 320.07      **DATE:** 12-23-2003      **SUPERSEDE:**  
**FROM:** Harvey Kennedy, CAO      **TO:** All Personnel  
**SUBJECT:** Individuals Designated to Receive Complaints of Sexual Harassment

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*Sexual Harassment* is a serious violation of individual civil rights and prohibited by federal law. Shelby County Government has a policy applicable to all County employees, Policy #320 – Harassment, that is part of the Shelby County Personnel Management System. The Shelby County Sheriff's Office (SCSO) adopts and fully subscribes to this policy. All employees of the SCSO are subject to the policy procedural requirements. Complaints of harassment will be promptly investigated. All managers and supervisors are required to report complaints of Harassment to a superior immediately. An employee complaint of sexual harassment should be filed with his/her supervisor. Employees who feel uncomfortable with filing complaints within their supervisory line of management should file the complaint with any of the specific individuals listed below.

Effective June 28, 2006, the following individuals are designated to receive complaints of sexual harassment as designated in Policy and Procedure # 320. This list will be reviewed semi-annually by the Chief Administrative Officer with input from the Chief Deputy and Chief Jailer and modifications published as required.

### **INDIVIDUALS DESIGNATED TO RECEIVE COMPLAINTS OF SEXUAL HARASSMENT**

**The following individuals are designated to receive complaints of sexual harassment:**

- Sheriff - Mark Luttrell
- Chief Deputy - William Oldham
- Chief Jailer - James Coleman

- Chief Administrative Officer - Harvey Kennedy
- Legal Advisor - Sammie Glasco
- Director of BPSI - William Cash
- Human Resources Advisor - Janet Buhr

**The following individuals are members of the SCSO Sexual Harassment Prevention Team:**

- Deidra Woods
- Maurice Denbow
- Debra Burns
- George Askew Jr.
- Monica Johnson
- Wanda Boga
- Barry Kittrell
- Tony Maccarino
- Roy Rodgers
- Deborah Peete
- Nancy Stewart
- Rick Holland
- Opal Crane
- Rick Harrell
- Vivian Ellis
- Nancy Lucchesi