

ADMINISTRATIVE ORDER
NO. 2018-04

IN THE CIRCUIT COURT OF THE
NINTH JUDICIAL CIRCUIT, IN
AND FOR ORANGE AND
OSCEOLA COUNTIES, FLORIDA

**ADMINISTRATIVE ORDER ADOPTING SEXUAL HARASSMENT
POLICY AND COMPLAINT PROCEDURES AGAINST JUDGES**

WHEREAS, pursuant to Article V, section 2(d) of the Florida Constitution and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice; and

WHEREAS, pursuant to the chief judge's constitutional and statutory responsibility for administrative supervision of the courts within the circuit and to create and maintain an organization capable of effecting the efficient, prompt, and proper administration of justice for the citizens of this State, the chief judge is required to exercise direction, *see* Fla. R. Jud. Admin. 2.215(b)(2), (b)(3); and

WHEREAS, the creation and implementation of uniform procedures for court personnel and others to report any alleged occurrence(s) of sexual harassment is necessary to fulfill the Ninth Judicial Circuit's longstanding policy to make the workplace free of sexual harassment; and

WHEREAS, on February 16, 2018, the chief justice entered Administrative Order No. SC18-6, approving the Sexual Harassment Policy and Procedures for Complaints against Judges as the uniform policy and procedures for circuit courts and directing chief judges of the district courts of appeal and chief judges of the circuit courts to adopt and implement the policy and procedures in their respective courts. The policy and procedures approved replace and supersede the policies and procedures adopted in In

re: Sexual Harassment Policy and Procedures for Complaints Against Justices, Fla. Admin. Order No. AOSC04-07 (March 25, 2004), and In re: Sexual Harassment Policy and Procedures for Complaints Against Trial Court Judges, Fla. Admin. Order No. AOSC04-08 (March 25, 2004);

NOW, THEREFORE, I, Frederick J. Lauten, in order to facilitate the efficient operation of the administration of justice, and pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, hereby order that, **effective immediately** unless otherwise provided herein, to continue until further order, and superseding any provisions in prior Administrative Orders which may be inconsistent:

1. The Ninth Judicial Circuit Sexual Harassment Policy and Complaint Procedures for Complaints Against Judges, attached hereto as Attachment “A” and incorporated herein, is hereby adopted and shall be implemented immediately in the Ninth Judicial Circuit.

DONE AND ORDERED at Orlando, Florida, this 7th day of March, 2018.

_____/s/_____
Frederick J. Lauten
Chief Judge

Copies provided to:

Clerk of Court, Orange County
Clerk of Court, Osceola County
General E-Mail Distribution List
Judicial Qualifications Commission
<http://www.ninthcircuit.org>

Attachment "A"

**SEXUAL HARASSMENT POLICY AND PROCEDURES FOR
SEXUAL HARASSMENT COMPLAINTS AGAINST JUDGES**

1. Policy

It is the policy of the Ninth Judicial Circuit to foster a workplace free of sexual harassment or sexual misconduct. Sexual harassment occurs if there are unwelcome sexual advances; unwelcome requests for sexual favors; or unwelcome verbal or physical conduct of a sexual nature from or involving an employee's supervisors, peers, subordinates or other persons in contact with an employee during the course of the conduct of the employee's business when:

- A. Submission to such conduct is either explicitly or implicitly a term or condition of employment; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or as the basis for any official actions; or
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creates a persistently intimidating and hostile environment, as that term is defined in state and federal law.

Sexual misconduct is any behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship, and is not necessarily actionable sexual harassment.

The Florida Supreme Court and the entire state court system condemn any sexual harassment or sexual misconduct and advance the position that anyone in contact with the state courts system should feel empowered to bring any such inappropriate activity to the attention of all proper authorities, including and especially the Florida Supreme Court. Anyone authorized to investigate or pursue a complaint of sexual harassment or sexual misconduct hereunder must always maintain an open-door policy that fosters the free expression of any complaint. The chief judge or chief judge's designee has the authority to take any administrative action necessary to protect the complainant from further sexual harassment or sexual misconduct and from retaliation related to a complaint hereunder.

It is the policy of the Ninth Judicial Circuit that complaints of sexual harassment or sexual misconduct against any judge within the state courts system will be treated seriously and acted upon promptly. The following procedures apply to complaints against judges made by employees of the court system, applicants for employment with the court system, and when applicable attorneys, litigants, or other members of the public. Compliance with these procedures by the chief judge, or the chief judge's

designee, constitutes a presumption of compliance with the disciplinary responsibilities under Canon 3(D)1 of the Code of Judicial Conduct.

2. Notification

The chief judge may designate any person, including a non-judge, to be responsible for receiving and documenting complaints of sexual harassment against judges.

Any employee or applicant for employment with the court who believes that he or she is the subject of sexual harassment by a county court judge or a circuit court judge should report his or her complaint in writing, or if the person prefers he or she may submit the complaint orally. The complaint may be submitted to any of the following: the chief justice or his or her designee; a local administrator, such as a Trial Court Administrator, human resource manager or Marshal; or the Chief of Human Resources at the Office of the State Courts Administrator (OSCA). If the person receiving the complaint is not the chief justice, the chief justice's designee, or a chief judge, the person receiving the complaint should forward it to the chief justice, the chief justice's designee, or the chief judge of the court in which the subject judge serves for an investigation pursuant to section 4, below. Student interns working for the state courts system who believe they are the subject of sexual harassment may use these complaint procedures, but in all instances, should submit a complaint to their college or university in accordance with school sexual harassment complaint procedures.

If any person has difficulty writing out the complaint and the person requests assistance in reducing the complaint to writing or if the person prefers to submit the complaint orally, the chief justice, local administrator, or OSCA Chief of Human Resources, as appropriate, shall designate a person, who will not be involved in the investigation or adjudication of the complaint, to aid the person in reducing the complaint to writing.

If the chief judge is the subject of a complaint, the employee or applicant should report the complaint to the court administrator who will refer such complaint to the most senior judge in the Ninth Judicial Circuit. The judge to whom such a complaint is referred will assume all complaint investigation and resolution duties as provided for in these procedures. The judge to whom such a complaint is referred will also be responsible for maintaining any records pertaining to the complaint.

If an employee or applicant chooses not to file a formal complaint, and any person designated hereunder to receive complaints has actual knowledge or receives information that a substantial likelihood exists that a judge has engaged in sexual harassment or sexual misconduct, the person may inquire into the matter and take appropriate action.

3. Time for Filing Complaints

In order to ensure that the Ninth Judicial Circuit complaint procedures can be utilized without risk of precluding the filing of a charge of discrimination with state or federal entities, an employee or applicant should report an incident of sexual harassment within 90 days of the date of occurrence.

4. Investigation

A complaint of sexual harassment or sexual misconduct against a judge will be investigated promptly and thoroughly. If a complaint has been made to the chief judge or the chief judge's designee, he or she may designate another person to make an initial inquiry into the complaint.

The chief judge or the chief judge's designee will interview the complainant within five days of the submission of the complaint to ascertain relevant facts and circumstances. If the complainant does not divulge names or details of the incident(s), the chief judge or the chief judge's designee will rely upon information that is available, to the extent possible. If another person has been designated to make an initial inquiry into the complaint, such designee will report details of the complaint to the chief judge within ten days of the submission of the complaint.

If the chief judge or the chief judge's designee determines the complaint is unfounded or is insufficient to constitute sexual harassment, he or she may decline to pursue any action on the complaint.

If the chief judge or the chief judge's designee determines the complaint is facially sufficient to constitute sexual harassment, the chief judge or the chief judge's designee may appoint an investigating officer or officers to formally investigate the complaint, or may take any other action appropriate under the circumstances.

If the chief judge or the chief judge's designee determines the complaint is insufficient to constitute sexual harassment, but nevertheless indicates potential sexual misconduct, the chief judge or the chief judge's designee may take any action appropriate to address the circumstances, including but not limited to appointing an investigating officer or officers to formally investigate the complaint.

The chief judge, the chief judge's designee, or investigating officer will interview the complainant, the judge implicated, and witnesses, if any, and will review relevant documents. If any investigating officers have been appointed, they will submit a written report to the chief judge or the chief judge's designee within thirty days of the submission of the complaint for formal investigation.

5. Resolution

The chief judge, or pursuant to rule 2.215(c)(4), Florida Rules of Judicial Administration, the other most senior judge if the chief judge is the subject of a complaint, shall determine the course of action for internal resolution of the complaint, and may appoint another person, other than the subject of the complaint, to recommend the course of action for internal resolution.

If the chief judge or the chief judge's designee determines the complaint, including any relevant facts, circumstances, and information, is insufficient to constitute sexual harassment, the chief judge or the chief judge's designee may attempt to resolve the complaint informally through mutual conciliation by meeting with the complainant and the subject judge to discuss a method of resolution, including alternative dispute resolution. In attempting to resolve the complaint, the chief judge or the chief judge's designee may counsel or take other appropriate direct action with the judge involved.

If the complaint and investigation reasonably indicate that the subject judge engaged in activity that constitutes sexual harassment, constitutes sexual misconduct, or otherwise raises a substantial question as to a judge's fitness for office, the chief judge or the chief judge's designee shall refer the complaint and all written documentation pertaining to the complaint to the Judicial Qualifications Commission.

To the extent not otherwise prohibited by statute or rule, a written summary of the resolution will be provided to the complainant within a reasonable time after a determination is made and any action pursuant thereto is taken.

6. Documentation and Confidentiality

All information pertaining to a complaint of sexual harassment must be documented and maintained by the chief judge or the chief judge's designee of the court in which the subject judge serves whichever officer took final action on the resolution of the complaint.

All records made or received by the chief judge or the chief judge's designee through use of these complaint procedures are exempt from public disclosure under rule 2.051(c)(3)(A), Florida Rules of Judicial Administration. Such records are exempt for the duration of an initial inquiry, formal investigation and resolution of the complaint, and at all times thereafter, unless the records are forwarded to the Judicial Qualifications Commission.

All records made or received by any person pursuant to these complaint procedures are exempt from public disclosure as provided in rule 2.420(c)(3)(A), Florida Rules of Judicial Administration. Such records are exempt from public disclosure for the duration of an initial inquiry, formal investigation and resolution of the complaint, and at all times thereafter, unless the records are forwarded to the Judicial Qualifications Commission.

If records pertaining to a complaint are forwarded to the Judicial Qualifications Commission, such records will be confidential under rule 2.420(c)(3)(A), and rule 23(a), Rules of the Judicial Qualifications Commission, until any formal charges against the judge are filed by the Investigative Panel of the Commission with the clerk of the Florida Supreme Court.

Records within the possession of any justice, judge, or court staff and pertaining to a complaint that has been forwarded to the Judicial Qualifications Commission will become public upon formal charges being filed with the clerk of the Florida Supreme Court.

7. Referral to the Judicial Qualifications Commission

The Judicial Qualifications Commission is responsible for investigating all reported instances of judicial misconduct. These procedures do not preclude the referral of a complaint against a judge at any time by any person to the Judicial Qualifications Commission. If a complaint has been referred to the Judicial Qualifications Commission, no further action by the chief judge or chief judge's designee is required.

For anyone wishing to file such a complaint, the Commission's mailing address is P.O. Box 141106, Tallahassee, Florida 32317. The Commission's Executive Director can be contacted by telephone at 850-488-1581 or by email at contact@floridajqc.com.

8. Referral to the Florida Commission on Human Relations or the United States Equal Employment Opportunity Commission

These procedures do not preclude the filing of a charge of employment discrimination with the Florida Commission on Human Relations or the United States Equal Employment Opportunity Commission.

For anyone wishing to file such a complaint, the Florida Commission on Human Relations (FCHR) is located at: 4075 Esplanade Way Room 110 Tallahassee, FL 32399. The telephone number for the FCHR is: 850-488-7082 or 1-800-342-8170.

The United States Equal Employment Opportunity Commission (EEOC) office with jurisdiction over complaints arising in Florida is the Miami District Office located at 100 SE 2nd Street, Suite 1500, Miami, FL 33131. The telephone number for the EEOC Miami District office is: 1-800-669-4000.

9. Referral to the Chief of Human Resources, Office of the State Courts Administrator

For anyone wishing to file a complaint under this policy, the Chief of Human Resources, OSCA is located at: 500 South Duval Street Tallahassee, Florida 32399-1925. The telephone number is 850-617-4028.