

JACKSONVILLE POLICE DEPARTMENT

Policy: 7-2
Effective: 01-01-09
Revised: 01-13-21

WORKPLACE HARASSMENT

PURPOSE: To instruct employees on the proper handling of workplace harassment complaints.

POLICY: It is the policy of the Jacksonville Police Department that all employees have the right to work in an environment free of all forms of harassment. This Department does not condone, and will not tolerate, any harassment. Therefore, this Department shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

PROCEDURES:

I. PROHIBITED ACTIVITY

- A. No employee shall either explicitly or implicitly ridicule, mock or belittle any person.
- B. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person(s). Such harassment is a prohibited form of discrimination under local, state, and federal employment law and regulations and is considered misconduct subject to disciplinary action by this Department and the City.
- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. HARASSMENT PREVENTION

- A. Each employee of the Jacksonville Police Department is responsible for assisting in the prevention of harassment through the following acts:
 1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 2. Reporting acts of harassment to their Supervisor; and
 3. Encouraging any employee, who confides that he is being, or has been harassed, to report these acts to his Supervisor, the Office of Professional Standards, the Office of the Chief of Police, the City's EEO officer(s), and/or the Director of Human Resources.
- B. Each Supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 1. Monitoring the work environment on a daily basis for signs that harassment may be occurring;
 2. Counseling all employees on the types of behavior prohibited, and Department procedures for reporting and resolving complaints of harassment;
 3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision; and

4. Taking immediate action to limit the work contact between any employees where there has been a complaint of harassment, pending investigation.
- C. Each Supervisor has the responsibility to assist all employees within their chain of command, who come forward with a complaint of harassment. The Supervisor must summarize the complaint in writing and file with the Office of the Chief of Police.
- D. The Office of the Chief of Police will forward the complaint to the Director of Human Resources.
- E. Failure to take action to stop known harassment shall be grounds for discipline.

III. COMPLAINT PROCEDURES

- A. Employees encountering harassment are to immediately tell the offender that their actions are unwelcome and offensive.
- B. Any employee who believes that he is being harassed shall verbally report the incident to his Supervisor, the Office of Professional Standards, the Office of the Chief of Police, the City's EEO officer(s), and/or the Director of Human Resources as soon as possible so that steps may be taken to protect the employee from further possible harassment, and appropriate investigative measures may be initiated. Where the employee's Supervisor is the focus of the complaint, the employee is to contact the offender's Supervisor, the City's EEO officer(s), the Director of Human Resources or the Office of the Chief of Police and verbally report the incident.
- C. The person(s) to which such a report is made shall immediately meet with the employee and initiate a written report of the incident(s) complained of, the person(s) performing or participating in the harassment, the date(s) and time(s) on which the offensive behavior(s) occurred, and any witnesses to the offensive behavior(s).
- D. The person(s) to whom such a report is made shall deliver the complaint to the Office of the Chief of Police and the Human Resources Director in a timely manner.
- E. The City's EEO Officer(s) or the Director of Human Resources will be responsible for the investigation of any complaint alleging harassment.
- F. The City's EEO Officer(s) or the Human Resources Director will immediately notify the Chief of Police, or his designee, and the Prosecutor's office if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.
- G. The investigation will include a determination whether other employees are being harassed by the person, and whether other employees participated in, or encouraged the harassment.
- H. The EEO Officer(s) or the Director of Human Resources shall inform the parties involved and the Chief of Police, in writing, the outcome of the investigation.
- I. If The City's EEO Officer(s) or the Director of Human Resources find that the report of harassment to be true, the Chief of Police will immediately initiate an Internal Affairs investigation.
- J. The Human Resources Director and the Chief of Police will maintain a file of harassment complaints in a secure location in their respective Departments.
- K. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.

ALEAP: 2.11



Brett C. Hibbs
Chief of Police