Policy 1701

Subject	
EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY	
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By Order of the Police Commissioner

POLICY

Discrimination and Harassment Free Environment. As part of its ongoing commitment to equal employment opportunity, the Baltimore Police Department (BPD) adopts the following policy and procedures to ensure compliance with local, state and federal laws prohibiting discrimination in employment. The concepts of equal opportunity and fair treatment are core values of the BPD, and the agency constantly strives to promote a professional work environment that is free from unlawful discrimination and harassment.

All Employees. This policy applies to all employees of the BPD, including full and part-time, probationary, seasonal, temporary, at-will and grant-funded. Additionally, independent contractors, vendors, volunteers and visitors must refrain from engaging in behavior that is inconsistent with this policy.

Commitment to Inclusion and Non Discrimination

1. The BPD understands that the success of any law enforcement agency depends on the ability to attract and retain the best available talent and to help those individuals reach their fullest potential. Accordingly, the BPD remains firmly committed to equal employment opportunity for all members and job applicants and to developing a highly talented and diverse workforce that can deliver the best possible services to the citizens of Baltimore.

2. The BPD will base all employment decisions on nondiscriminatory criteria, including but not limited to, individual qualifications, experience, and skills, and shall not take into account such factors as race (to include traits associated with race, such as hair texture and hairstyle), color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, military or veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law. The BPD will ensure equal opportunity in all aspects of employment, including recruitment, hiring, termination, discipline, transfers, training and career development, work assignments, promotions and demotions, compensation, benefit administration and all other terms and conditions of employment. All forms of unlawful discrimination are strictly prohibited.

3. Through the implementation of this policy, the BPD aims to create a diverse and inclusive workplace in which all members feel they belong and can make meaningful contributions to the BPD's mission. By fostering a level playing field, the BPD enhances the progress of its members and the communities they serve.

Prohibition Against Harassment And Sexual Harassment

4. All members have a right to work in an environment free from the demoralizing effects of unlawful harassment. For this reason, harassment based on race (to include traits associated with race, such as hair texture and hairstyle), color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law will not be tolerated.

5. Inappropriate harassing behavior may include, but is not limited to, verbal abuse, slurs and negative stereotyping, offensive jokes and comments, threatening or intimidating behavior, the display or circulation of offensive objects and materials (including, for example, offensive graffiti, photographs, texts and emails) and any other behavior meant to mistreat someone because of his or her race (to include traits associated with race, such as hair texture and hairstyle), color, religion, ethnicity, national origin, gender, marital status, age, disability, sexual orientation, gender identity or expression, military or veteran status or other protected characteristic.

6. This policy also prohibits sexual harassment.

7. Sexual harassment includes:

    7.1. Unwelcome sexual advances,

    7.2. Requests for sexual favors,

    7.3. Sexually suggestive or offensive language, and/or

    7.4. Other sexual conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

8. Examples of sexual harassment include, but are not limited to:

    8.1. Repeated and unwelcome sexual advances or requests for sexual favors,

    8.2. Offensive comments, jokes and innuendo,

    8.3. Sexually graphic or degrading comments about appearance,

    8.4. Sexually offensive gestures, whistling and leering,

    8.5. Offensive physical contact, and

    8.6. Displaying or circulating sexually suggestive objects and materials.

9. Under no circumstances may a supervisor or manager:

    9.1. Offer or provide an employment benefit in exchange for sexual favors,

9.2. Take (or threaten to take) an adverse employment action because someone refused to perform a sexual favor.

10. Members are expected to conduct themselves in a professional manner at all times while they are working, whether on or off BPD property or outside regular work hours. This policy also applies during work-related business and social events.

Consequences for Violations

11. The BPD's policy is one of zero-tolerance for discrimination and harassment. Accordingly, any member found in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

12. In addition, any vendor, contractor, volunteer or visitor who engages in behavior prohibited by this policy will be so advised and asked to immediately cease the offending behavior. If compliance is not forthcoming, the BPD may terminate its relationship with the individual and/or remove the person from BPD property.

Reporting and Complaint Procedures

13. Everyone who works for the BPD has a shared responsibility to create and maintain a workplace that is free of discrimination and harassment. To that end, all members are responsible for conducting themselves professionally and for reporting violations of this policy.

14. Supervisors at all levels are responsible for ensuring full compliance with this policy in their respective work areas. Any supervisor who has knowledge of discriminatory or harassing behavior and fails to correct and report it will be subject to disciplinary action, up to and including discharge from employment.

15. Concerns about discrimination or harassment should be brought to the attention of:

15.1. Any supervisor or manager, or

15.2. A Human Resources Section (HRS) representative, or

15.3. The BPD's Equal Opportunity and Diversity Section (EODS).

16. Where a complaint is first received by a supervisor or HRS, the supervisor or HRS representative who received the complaint shall promptly refer the matter to EODS and make a Blue Team entry.

17. The BPD encourages prompt reporting of discrimination and harassment concerns so that potential problems can be addressed before a situation escalates. To facilitate prompt reporting, individuals may bring a complaint either orally or in writing. Individuals asked to participate in the investigation of a complaint, including the complainant, will be expected to give their full cooperation until the matter has been resolved.

18. EODS shall be responsible for evaluating and investigating concerns about discrimination or harassment and will make recommendations to the BPD concerning an appropriate response to any findings reached. To facilitate reporting in a confidential setting, EODS is

located at the Public Integrity Bureau offices. EODS can also be contacted by calling (410) 396-2300 or by emailing EODS@BaltimorePolice.org.

No Retaliation

19. This policy strictly prohibits retaliation against any individual for having engaged in protected activity. Protected activity includes, but is not limited to, the following:

    19.1. Making a complaint of discrimination or harassment,

    19.2. Opposing discrimination or harassment at work, or

    19.3. Participating in the investigation of a complaint.

20. Anyone found to have engaged in retaliation in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

21. Concerns about retaliation should be brought to the attention of any supervisor or manager, or an HRS representative, or EODS. When a complaint is first received by a supervisor or HRS, the supervisor or HRS representative who received the complaint shall promptly refer the matter to EODS and make a Blue Team entry.

RESCISSION

Remove and destroy/recycle Policy 1701, *Equal Employment Opportunity and Diversity*, dated 1 August 2016.

ASSOCIATED POLICIES

Policy 302, Rules and Regulations
Policy 310, Disciplinary/Failure to Appear and Traffic Matrix
Policy 1729, Anti-Retaliation

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.