GENERAL ORDER

G.O. 3-262

SUBJECT: HARASSMENT

DATE EFFECTIVE: July 14, 2008
DATE WRITTEN: 12/04/00 JLS AMENDED: 07/14/08
AMENDS: Section 21.1, Town Of Monroe Sexual Harassment Policy; Monroe Police Dept. Sexual Harassment Policy Dated 10/9/92
DISTRIBUTION: All Personnel
A.S 1.5.7
ADMIN: Signature On Issue
Signature:
INDEX: Sexual Harassment, Harassment

I. PURPOSE AND RESPONSIBILITY:

A. Purpose: From provide a work environment for the Monroe Police Department which is free from sexual harassment and harassment because of race, color, national origin, age, religion, disability, sexual orientation, ancestry marital status or any other legally protected characteristics.

B. Responsibility:

1. It is the responsibility of all supervisors of the Monroe Police Department to:

a. Ensure that the workplace is free of sexual harassment and any other legally protected form of harassment;

b. Promptly initiate the appropriate action to resolve complaints of sexual harassment and any other legally protected form of harassment;

c. Immediately report all complaints of sexual harassment and any other legally protected form of harassment to the Chief of Police;

d. Cooperate with any official investigation of a sexual harassment complaint or any other legally protected form of harassment complaint.

2. It is the responsibility of the employee to:

a. Conduct oneself at all times in a manner consistent with all rules, regulations, and policies of the Department and applicable Town policies, rules and regulations, and procedures;

b. Report any incident of sexual harassment and any other legally protected form of harassment to a supervisor, Chief of Police, or the First Selectman;

c. Cooperate with any investigation of a sexual harassment complaint or any other legally protected form of harassment complaint.

II. DISCUSSION:

A. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Connecticut General Statute 46a-60(a)(8). This policy addresses the responsibility of all employees, volunteers and interns of the Monroe Police Department to eliminate any form of sexual harassment or any other legally protected form of harassment from the workplace. Sexual harassment involves a wide array of unwelcome sexual advances. It consists of repeated behavior such as sexually suggestive statements or questions, requests for sexual favors, sexual innuendos, offensive jokes, lewd remarks, unwanted hugs, touching, kisses, negative stereotyping based upon gender, and posting of sexually offensive or degrading materials in the workplace.

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III. DEFINITIONS:

A. Sexual Harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Supervisory employee is defined as any individual who has the authority, by using his or her independent judgement in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances or effectively to recommend such actions.

C. Harassment is defined as unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

IV. POLICY:

A. It will be the policy of the Monroe Police Department that no employee shall have to submit to unwelcome sexual advances as a term or condition of employment.

B. It will be the policy of the Monroe Police Department that the Department will not tolerate any employment decisions which are affected by either the employee's submission to or rejection of sexual advances of another.

C. It will be the policy of the Monroe Police Department that the Department will promptly investigate all complaints of sexual harassment and all other legally protected forms of harassment. The initial investigation will be conducted by the supervisor receiving the complaint.

D. It will be the policy of the Monroe Police Department that the Department will take the appropriate corrective action to resolve the situation which may include disciplinary action, up to and including discharge of the offending employee.

E. It will be the policy of the Monroe Police Department that the Department will not tolerate any retaliation against a complainant, witness or other party to a complaint of harassment. A substantiated finding of retaliation will be treated as a violation of this policy and disciplinary action, up to and including termination, will be taken against the retaliator.

V. PROCEDURES:

A. All employees shall engage in a standard of conduct which does not create a hostile or offensive working environment.

B. All supervisory employees, when advised of a sexual harassment or any other legally protected form of harassment by an employee, shall immediately initiate an investigation of the complaint. The supervisory employee will also inform his/her immediate supervisor of the complaint. The Chief of Police will be advised of each complaint. This notification shall be submitted (within five working days) in written form detailing the circumstances of the incident including: type of offensive or unwelcome behavior, time or duration of the incident, the results of the investigation and any action to resolve the situation. If a supervisory employee is identified as the alleged harasser, the employee shall report such conduct to the Chief Of Police or First Selectman as referenced in Section I, paragraph B, sub-paragraph 2b of this General Order.

C. The Chief of Police will advise the First Selectman of the complaint and the results of the investigation.

D. All employees will cooperate with any investigation conducted concerning a

complaint of sexual harassment or any other legally protected form of harassment.

HISTORICAL CHANGES TO POLICY

July 14, 2008 – Page 1, Subject Heading was changed from “Sexual Harassment” to “Harassment”.