



# Peoria Police Department Policy and Procedure Manual

## Policy 1.08 Sexual Harassment



### I. POLICY

- A. The Peoria Police Department prohibits sexual harassment by all employees at all levels and recognizes that all employees have a right to work in an environment free from any type of discrimination, including freedom from sexual harassment.
- B. The U.S. Equal Employment Opportunity Commission (EEOC) has established guidelines on “sex-related intimidation” in the work place. Therefore, all employees shall demonstrate respect for others and insure that their behavior and remarks are free from offensive, intimidating or harassing actions or comments.
- C. The purpose of this order is to:
  1. Define sexual harassment
  2. Establish a Peoria Police Department policy prohibiting sexual harassment and
  3. Establish complaint procedures for employees who feel they have been subjected to sexual harassment. (26.1.3)

### II. PROCEDURE

- A. Definitions
  1. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - a. Submission to such is made explicitly or implicitly a term or condition of an individual's employment.
    - b. Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
    - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
  2. Sexual harassment is not just blatant physical actions, but also includes the more subtle forms of harassment such as verbal statements (direct or indirect) and innuendo.
- B. Sexual Harassment Complaints
  1. The employee has the option of reporting formal complaints of sexual harassment directly to the Human Resources Director or a supervisor of any rank.
  2. Sexual harassment of employees of the City of Peoria will not be tolerated.
  3. The following behaviors are grounds for disciplinary action:
    - a. Abusing the dignity of an employee through insulting or degrading sexual remarks, epithets, slurs, jokes or conduct;
    - b. Visual conduct, i.e., leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons or posters;
    - c. Verbal abuse of a sexual nature, i.e. graphic verbal commentaries about an individuals body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;

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- d. Physical conduct, i.e., touching, assault, impeding or blocking movements;
  - e. Threats, demands or suggestions that an employee's work status is contingent upon the employee's toleration of, or acquiescence to, sexual advances; or
  - f. Retaliation against employees for complaining about the behavior described above.
4. Any employee who encounters or witnesses such behavior from supervisors, fellow employees, or citizens shall immediately contact a supervisor of any rank or the Human Resources Director.
  5. The Human Resources Director shall receive and process all complaints of sexual harassment. The Human Resources Director shall assess each situation by conducting an investigation and reporting the findings along with a recommendation to the City Manager.
  6. The City Manager will review the facts pertaining to the investigation and make a determination whether or not reasonable grounds exist to believe discrimination has occurred. If grounds exist, the City Manager will take appropriate action within the guidelines established by the EEOC.
  7. The victim employee also has the option of filing an informal complaint with a supervisor of any rank. Any informal complaints will be forwarded through the chain of command to the Chief of Police. The Chief of Police will determine the course of action that will be taken after conferring with the Human Resources Director.
  8. If the victim employee is not satisfied that the issue has been resolved informally, employees may file a formal complaint regarding sexual harassment with the Human Resources Director. The employee also has the option of filing a complaint with the local office of the EEOC.

C. Supervisor's Responsibilities (Formal)

1. Supervisors have the affirmative duty to maintain the work place free from sexual harassment and intimidation.
2. Supervisors shall set an example of appropriate behaviors through their own conduct at work and counsel their employees on prohibited behavior and Peoria Police Department procedures for resolving complaints.
3. Supervisors will take immediate and appropriate corrective action in cases involving complaints of sexual harassment. Corrective action includes, but is not limited to:
  - a. Discussing this policy in detail with subordinates.
  - b. Ensuring subordinates that they can work in security and dignity and will not be required to endure any form of sexual harassment.
4. Supervisory personnel and co-workers are prohibited from taking any retaliatory actions toward an employee who has made a complaint of sexual harassment, or testifying witnesses to the violation.
  - a. Retaliation is illegal and considered serious employee misconduct, which is subject to disciplinary action.
  - b. Supervisory personnel shall closely monitor the work environment to insure that retaliation does not occur.
5. Supervisors shall, through their chain of command to the Chief of Police, immediately report any complaints concerning sexual harassment.
6. The Chief of Police shall report the complaint to the Human Resources Director who is responsible for implementing formal investigations.

D. Questions Regarding Sexual Harassment: Questions regarding sexual harassment should be directed to:

1. The employee's supervisor,
2. The Human Resources Director, or

3. The local EEOC office.

**Peoria Police Department**  
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