

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 26-03
SUBJECT: Harassment in the Workplace			
EFFECTIVE DATE:	DISTRIBUTION:	REVIEWED: REVISED:	Annual
REQUIREMENTS:			
ISSUED BY: Chief Joseph A. Platzer		FORMS:	

I. PURPOSE

The purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

II. POLICY

It is the policy of the Port Huron Police Department that all employees have the right to work in an environment free of all forms of harassment. The department does not condone, and will not tolerate, any harassment. Therefore, this department shall take direct and immediate action to prevent such behavior, and investigate all complaints of unlawful workplace harassment, consistent with Michigan law.

III. PROCEDURE

A. Prohibited Activity

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin, either directly or indirectly, to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this department.
3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- c. 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.

B. Employee's Responsibilities

- 1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 - a. Monitoring the work environment on a daily basis for signs that harassment may be occurring;
 - b. Counseling all employees on the types of behavior prohibited, and the department procedures for reporting and resolving complaints of harassment;
 - c. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
 - d. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
- 2. Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment, in documenting and filing a personnel complaint.
- 3. Each employee of this agency is responsible for assisting in the prevention and reporting of harassment, even if the employee is not one of the actors or involved with the harassment, through the following acts:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - b. Reporting acts of harassment to a supervisor; and

- c. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.
4. Failure to take action to stop known harassment shall be grounds for discipline.

C. Complaint Procedures

1. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
2. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. When it is not practical, the employee may instead file a complaint with another supervisor or with the Chief of Police
3. Any member of the department who receives a report of unlawful harassment will report same to the Chief, Captain or to the City Human Resource Director.
4. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency, especially if the actor-complainant relationship or supervision creates a conflict of interest or if the actor is the chief executive officer. Following is a list of such agencies for example only and are not intended to be all inclusive:
 - a. Michigan Department of Civil Rights
 - b. U.S. Equal Employment Opportunity Commission
 - c. Michigan Employment Security Agency
 - d. Michigan Women's Commission

IV. TRAINING

This policy will be reviewed annually by all department personnel. The department will maintain records of this training.

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