



Abilene Police Department Operating Procedures

Subject:

Sexual Harassment

Issued:

04/21/2015

TBP:

Number:

F-5

Sexual Harassment

It is the intent of the Department to provide all employees and other persons over whom the Department may have substantial control, a working environment where employees are treated with dignity and respect, free of sexual harassment or intimidation. Generally, 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 an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's job performance or creating an intimidating, hostile or offensive working environment.

Supervisor Responsibilities

It is the responsibility of the Department and each supervisor to create an atmosphere free of sexual harassment as well as to ensure the application of the City's Sexual Harassment Policy. This includes informing all employees of the policy on sexual harassment and making a strong statement that unprofessional behavior that creates a hostile work environment will not be tolerated.

The following guidelines apply to all levels of Police Administration and supervisory employees:

- A. Affirmatively assure employees that all forms of sexual harassment are expressly prohibited and that a prompt and thorough investigation will be conducted, in strictest confidence, into reported and suspected occurrences of sexual harassment and prompt and appropriate corrective action will be taken;
- B. Inform the Director of Administrative Services and the Chief of Police of all reported and suspected occurrences of sexual harassment; and
- C. Reject any offer or promise of sexual favors made by any employee or applicant in anticipation of, or in exchange for, some employment decision and concurrently advises such employee or applicant that such an exchange violates Policy and will not be tolerated.

Employee Responsibilities

All employees of the Department are responsible for familiarizing themselves with the rules and regulations concerning respect for fellow employees and cooperating with any training, reviews, investigations, and other activities initiated within the framework of the City's Sexual Harassment policy.



Abilene Police Department Operating Procedures

Subject:

Sexual Harassment

Issued:

04/21/2015

TBP:

Number:

F-5

Investigation of Complaints

Investigation and disposition of complaints are conducted in a manner consistent with Internal Affairs and discipline procedures.

- A. As soon as practical, the employee will present a written EEO complaint to their supervisor or to the Director of Administrative Services. EEO complaint forms can be found in the Human Resources Department, on PDNET, or in the Human Resources Forms section of the City of Abilene intranet.
- B. Any Department supervisor who is made aware of a sexual harassment or intimidation allegation must notify Police Administration and the Director of Administrative Services, even if the complainant does not wish to put the complaint in writing.
- C. Police Administration will consult with the Director of Administrative Services and the City Attorney's office to determine how the complaint will be investigated and by whom. Pursuant to Operating Procedure F-4, under certain circumstances a concurrent investigation can be conducted by the Department and Human Resources.
- D. Any completed investigation regarding an allegation of sexual harassment by Police sworn personnel that is sustained by Human Resources shall be provided to the Chief of Police for necessary follow up investigation and discipline pursuant to Operating Procedure F-4.