

Subject: Sexual Harassment	Page 1 of 3
Effective Date: July 2012	Revision Date:
Amends/Supercedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Section 100.50 Sexual Harassment

It is the policy of the Shively Police Department to maintain a working environment free of all inappropriate conduct of a sexual nature. Sexual harassment in any form is expressly prohibited.

Any employee who engages in any conduct that constitutes sexual harassment or that creates a sexually offensive and/or hostile work environment will be subject to appropriate action, up to and including disciplinary action or immediate termination.

Any individual who is aware of sexual harassment or sexually offensive conduct has a duty to report that conduct to their immediate supervisor or any other member of management.

Management will promptly and thoroughly investigate all incidents of sexual harassment and will take appropriate corrective or disciplinary action.

Sexual Harassment Defined

Sexual harassment includes but is not limited to:

- a. Unsolicited and unwelcome verbal comments or jokes and physical gestures or actions of a sexual nature toward another employee (for example, touching, patting, pinching, indecent exposure or vulgar jokes);
- b. Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- c. The explicit or implicit promise of preferential treatment with regard to an individual's employment in exchange for sexual favors or sexual activity;
- d. The use of an employee's or applicant's submission to or rejection of such conduct as the basis for making, influencing or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (e.g., hiring, firing, promotion, demotion, assignment, compensation, benefits or working conditions); and,
- e. Engaging in sexual conduct in the workplace, such as verbal comments, jokes, physical gestures, or displaying sexually explicit photographs or objects that a reasonable person would find interferes with the performance of work or creates a sexually hostile working environment.

Subject: Sexual Harassment	Page 2 of 3
Effective Date: July 2012	Revision Date:
Amends/Supercedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Responsibility

Management

All managers and supervisors are responsible for: (1) knowing the policy on sexual harassment and informing employees that sexual harassment is prohibited by policy and that SPD will promptly investigate alleged incidents of sexual harassment and take appropriate disciplinary or corrective action; (2) reporting immediately all alleged incidents of sexual harassment to their immediate supervisor or other member of management; (3) rejecting an employee's or applicant's offer or promise of sexual favors made in anticipation of or in exchange for some personnel action and advising the employee or applicant that such an exchange violates policy and will not be condoned; and (4) complying with policy on sexual harassment and exhibiting a model of the behavior expected of all employees.

Employees

Any employee who believes that a violation of the sexual harassment policy has occurred is encouraged and has the responsibility to report the alleged violation immediately to their supervisor or to any other member of management. The employee's report will result in prompt investigation of the sexual harassment alleged. There will be no adverse action taken against an employee because the employee reports incidents of sexual harassment.

Investigation Procedures

Given the nature of sexually inappropriate behavior and the serious effects it can have on the person harassed and the accused, the Shively Police Department treats alleged violations of its policy seriously and, to the extent possible, confidentially; SPD expects that all its employees will treat alleged violations in the same responsible manner. Each allegation of sexual harassment will be investigated in a prompt, diligent and thorough manner. Investigations will be designed to protect the privacy of the parties concerned to the extent possible, and findings and conclusions will be reviewed with employees involved in the alleged incident or conduct. If, after the investigation, management finds that an employee has violated policy against sexual harassment, management will take appropriate action.

Non-Employee Conduct

Although SPD obviously cannot control or be responsible for the actions of individuals not in our employ but with whom our employees interact, conduct by such individuals at the premises of SPD or while in business dealings with our employee which constitutes sexual harassment or creates a sexually offensive environment should be reported to a supervisor or another member of management for investigation and appropriate response.

Subject: Sexual Harassment	Page 3 of 3
Effective Date: July 2012	Revision Date:
Amends/Supercedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Potential Remedies and Solutions

The response to the issues and conclusions raised through this procedure of necessity will depend upon the facts revealed and conclusions reached. Among appropriate activities to be undertaken in the event they are warranted may be conferences with the individuals involved; identification of behavior to be avoided; sensitivity training or other avenues to increase awareness of sexually inappropriate behavior; and, where warranted, discipline or termination. In each case the Shively Police Department will consider the available information, the circumstances, the interests of SPD and those involved, and other relevant factors in determining whether and with what means to respond to the situation.