

NEW CANAAN POLICE DEPARTMENT

SUBJECT: HARASSMENT IN THE WORKPLACE

GENERAL ORDER NUMBER: 92-2-99

FILE: PERS 2

PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this policy is to ensure that the New Canaan Police Department maintains a working environment which is free of all types of harassment. This policy will also provide guidelines for reporting, investigating, and resolving any alleged harassment complaints which may occur.

It shall be the policy of the New Canaan Police Department that all employees have the right to work in an environment free from any type of harassment. The department does not condone and will not tolerate any type of harassment. Alleged incidents of harassment must be immediately reported so they can be investigated and corrective and/or necessary disciplinary action taken.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this General Order. It is the additional responsibility of the Commanders of Staff Services and Operations Divisions and their supervisors to insure compliance.

III PROCEDURES

A Prohibited Conduct

1. No employee shall intentionally mock, ridicule, or belittle any person.
2. No employee shall make any unwanted or derogatory comments towards another, based on race, color, gender, sexual orientation, religion, or national origin. All of these types of harassment are prohibited by state and federal employment laws and are considered to be an act of misconduct under Article 33 of the Manual of Conduct and Discipline and may be subject to disciplinary or corrective action by the department.
3. Sexual Harassment is defined as:
 - a. Unwelcomed verbal approaches or comments of a sexual nature.
 - b. Subtle or overt pressure for sexual involvement.
 - c. Unwelcome reference to one's physical appearance, sexual activity, or sexual preference.
 - d. Any type of unwelcome physical contact.
 - e. Any demand for sexual favors accompanied by threat or coercion that would jeopardize one's job security or potential for advancement.

- f. An unwelcome display of any obscene, explicit, or offensive sexually oriented photographs or drawings.
- g. Any other conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B Employee Responsibilities

1. Each supervisor shall be responsible for preventing harassment in the workplace. Their responsibility includes:
 - a. Monitoring the work environment on a daily basis to identify any type of harassment that may be taking place.
 - b. Inform all employees of the type of actions that are prohibited, the department procedure for reporting alleged harassment incidents, and the investigative procedure used to examine incidents of this type.
 - c. Immediately stopping any observed act which could be considered harassment and initiate the proper reporting steps whether or not the affected employee is a direct subordinate of the supervisor.
 - d. Limiting, if possible, the work contact between two employees if there has been a complaint of alleged harassment, pending the completion of the investigation.
2. Each supervisor also has the responsibility to assist any employee who is the victim of an alleged incident of harassment by documenting the incident and initiating the appropriate department complaint procedure in accordance with the provisions established in this general order.
3. Each employee of the New Canaan Police Department has the responsibility to ensure that acts of harassment do not take place. This can be accomplished by:
 - a. Not participating in or encouraging activities that would be considered harassment
 - b. Immediately reporting any incident of harassment to the appropriate supervisor
 - c. Assisting any departmental employee who feels they have been the victim of harassment by advising them to provide the information to a supervisor
4. The department maintains that any employee who fails to stop an incident of known harassment may be subject to disciplinary action.

C Complaint Procedure

1. Employees who are experiencing an act of harassment should inform the individual committing the offense that their actions are unwelcome and offensive. When appropriate, the employee should also document all pertinent information to aid in any subsequent investigation.

2. Any employee who feels they are being harassed should immediately report the incident to their supervisor so the employee can be protected from future harassment and if necessary investigative steps be initiated. If the employee is uncomfortable reporting to their immediate supervisor, any supervisor can be notified, to include the Commander of the Investigative Section, the Commander of the Staff Services or Operations Division, or the Chief of Police.
 - a. Any supervisor who receives a complaint of harassment shall immediately interview the complainant documenting the dates, times, persons involved, and the nature of the harassing incidents. The supervisor will then:
 - 1) Counsel the parties involved to determine if the matter may be disposed of at the supervisory level. A note will be placed in the performance evaluation report for complaints that are handled at the supervisory level; or if this is not appropriate;
 - 2) Send an initial reporting of the incident to the Chief of Police in memorandum form in order that an investigation of the incident can be initiated under the guidelines of General Order 87-4-39, Internal Affairs.
 - a) All provisions outlined in General Order 87-4-39, Internal Affairs, are applicable during these investigations.
3. There shall be no retaliation against any employee for initiating, assisting, or providing information in any harassment complaint.
4. Any employee who has been disciplined as a result of a harassment complaint may appeal such action in accordance with the provisions of the existing labor contract and in accordance with General Order 91-8-96, Disciplinary Procedures.

IV DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V EFFECTIVE DATE

This general order approved by the Police Commission on January 21, 1993 and is effective May 1, 1993.
Reviewed April 2000

Per Order

Edward J. Nadriczny
Chief of Police