



## **RULES & REGULATIONS**

**NUMBER: R1-21**

**STATUS:** Amends 1995 Manual

**SUBJECT:** Sexual Harassment

### **I. POLICY**

The West Monroe Police Department's policy is to provide a professional, businesslike work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee shall be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions.

### **II. PURPOSE**

To establish department policy concerning allegations of sexual harassment, describe reporting procedures and define the term.

### **III. DEFINITIONS**

A. Per Title VII of the Civil Rights Act of 1964, sexual harassment is defined as the deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for, or rebuked by the other employee. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment, unreasonable interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated. The behavior can be verbal, non-verbal implied, or physical. (NOTE: The Civil Rights Act also prohibits harassment based on race). Harassment may occur between co-workers or between a superior employee and a subordinate one. Examples of sexual harassment could include, but are not limited to, the following:

1. Sexual comments of a provocative or suggestive nature;
2. Jokes or innuendoes intended for and directed to another employee;
3. Leaving sexually explicit books, magazines, or photographs where other men or women employees will find them;
4. Unwelcome demeaning comments, ridicule, offensive language, propositions or other similar actions;
5. Unwanted, unwarranted, unsolicited off-duty telephone calls and contact;
6. Signed or anonymous unwelcome notes or drawings placed on or in desks, bulletin boards, or lockers;
7. Deliberately singling out women in front of men co-workers, or vice versa, and subjecting them to demeaning or derogatory remarks;
8. Creating an intimidating, hostile, or offensive working environment;
9. Making acceptance of unwelcome sexual conduct or advances or requests for sexual favors of any nature a condition of continued employment; and
10. Transferring, demoting, or dismissing employees who refuse sexual advances.

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#### **WEST MONROE POLICE DEPARTMENT SEXUAL HARASSMENT**

**REVIEW DATE:** 05-25-18

**R1-21-1**

**EFFECTIVE DATE:** 09-01-95

**REVISED DATE:** 08-13-15, 20-13-2020

CALEA Standard: 26.1.3



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### **IV. PROCEDURES**

- A. Employees shall report all allegations of, or any knowledge of, sexual harassment immediately. Any employee who believes he or she has been sexually harassed shall contact their immediate supervisor unless that supervisor is a party to the complaint. If that is the case, they will report to their next line supervisor in their chain of command. The employee will document the complaint on the "Report of Grievance" form that can be located at the end of the Grievance policy in the WMPD SOP, R1-10. The complaint will be forwarded through the chain of command to the Chief who will immediately assign the complaint to Internal Affairs for investigation. If, for whatever reason, the employee does not feel that the persons in their chain of command are suitable persons to whom to report the incident, the employee should contact the Chief directly. Internal Affairs will document all actions taken regarding the complaint as a part of the investigation.
- B. The investigation process conducted by Internal Affairs will proceed using established investigatory techniques that conform to policy and good practices in accordance with the provisions of R1-04, "Discipline", R1-02, "Complaints Against Police", and the R1-10, "Grievances". The complaint and the alleged harasser will participate in the investigation.
- C. There shall be no retaliation by any other member of the department against any member of the department that makes a complaint of sexual harassment. There will be no retaliation against any member of the department that participates or testifies in a sexual harassment investigation.
- D. Any employee or supervisor found to have unlawfully sexually harassed, or unlawfully retaliated against, another employee will be subject to appropriate discipline, up to and including termination. If any employee or supervisor is found to have intentionally made a false allegation of sexual harassment, that individual will be subject to appropriate discipline, up to and including termination.
- E. Regardless of the outcome of the investigation, a complainant may pursue a claim under state and/or federal law.
- F. If the situation warrants, the Chief of Police shall report such allegations to the Mayor without delay.

### **V. TRAINING**

- A. Each employee will receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of employment. Supervisors and anyone designated by the department to accept or investigate a complaint of sexual harassment will receive additional education and training. Training may be done in person or on-line as approved by the Chief.

### **VI. REPORTING**

- A. The Detective Office Major will compile a written report annually on behalf of the Chief that conforms to the requirements of R.S. 42:344. He will keep the report in his office subject to public records request made to the department Custodian of Record, the Records Supervisor.

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#### **WEST MONROE POLICE DEPARTMENT SEXUAL HARASSMENT**

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### **VII. POSTING**

- A. A link to the Sexual Harassment policy and the Grievance policy of the West Monroe Police Department will be posted on the West Monroe page of the City of West Monroe website. Also, a notice will be posted at the West Monroe Police Department explaining how to access our policy.

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#### **WEST MONROE POLICE DEPARTMENT SEXUAL HARASSMENT**

**REVIEW DATE:** 05-25-18  
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