

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

POLICY & PROCEDURE: 9	SUBJECT: Discrimination, Sexual Harassment and Workplace Threats or Violence	
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite	
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.		
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety	
REVISIONS: 12-01-10, 01-01-13		

POLICY:

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

PURPOSE:

The purpose of this policy is to establish and maintain an environment free from discrimination, sexual harassment and workplace threats or violence for all Pittsfield Police Department personnel. The policy will provide department members with guidelines for reporting and investigating discrimination, harassment, or incidents of workplace violence. Furthermore, the policy will outline appropriate actions to be taken by, or against, departmental personnel in the event of a substantiated violation.

NON-COMPLIANCE:

Failure to comply with any provision of this policy may result in disciplinary action up to and including discharge.

I. PROCEDURE

- A. In compliance with Title VII of the Civil Rights Act and the Michigan Elliot-Larsen Civil Rights Act, the Pittsfield Police Department will maintain an atmosphere free from discrimination, intimidation, and insult; based on race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, handicap, disabled veteran status, or Vietnam veteran status.

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- B. Additionally, in compliance with Equal Employment Opportunity Commission guidelines regarding sexual harassment in the workplace, the Pittsfield Police Department will not tolerate sexual harassment of any kind by any employee or agent.
- C. The Pittsfield Police Department identifies sexual harassment as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. Sexual harassment will be defined, according to EEOC guidelines, as unwelcome sexual advances and verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is, explicitly or implicitly, a condition of employment;
 2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; and
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
- D. The policy further prohibits any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Pittsfield Township property. While acting in an official capacity, or representing the Pittsfield Police Department, employee behavior shall be bound by this policy regardless of location. According to the zero tolerance policy, all department personnel strictly prohibit the following behavior:
1. Physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating work environment; and
 2. Sexual, racial, ethnic, or religious related jokes, comments, insults, cartoons, innuendos, or personal conduct that creates a hostile, offensive, or intimidating work environment.

II. REPORTING

- A. All Pittsfield Township Department employees will take prompt action to eliminate any sexual harassment, discrimination, or threatening workplace environment.

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- B. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Pittsfield Township property shall be removed from the premises as quickly as safety permits, and shall remain off the Pittsfield Township premises pending the outcome of an investigation. Further, any threat articulated will be presumed to constitute a statement of an employee's intent to do physical harm to the other employee(s). Violation of this policy will lead to disciplinary action that may include dismissal, arrest and/or prosecution.
- C. Any department personnel believing they have been subject to violations of this policy shall immediately notify any superior officer or the office of the Director of Public Safety. All personnel are responsible for reporting to their immediate supervisor, any witnessed behavior that they regard as threatening, violent, discriminatory or sexually offensive when that behavior might be carried out on a Pittsfield Township controlled site or is connected with Pittsfield Township employment. Additionally, no existing Pittsfield Police Department policy, procedure, or practice should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or life-threatening situation.
- D. Any department supervisor who becomes aware of violations of this policy shall take action to ensure such behavior is immediately corrected and a report of the incident may be forwarded to the office of the Director of Public Safety, or his/her designee, for disciplinary review.

III. PROTECTION/RESTRAINING ORDERS

Any personnel or individual who applies for, obtains, or has a protective or restraining order served listing Pittsfield Township locations as protected areas, must provide a copy of the petition, declarations used to seek the order, of any temporary protective or restraining order granted, and any permanent protective or restraining order to the office of the Director of Public Safety. Confidentiality procedures will be maintained to respect the privacy of the reporting employee(s).

IV. ACTION

- A. The Director of Public Safety, or his/her designee, shall conduct an immediate investigation into any reported violations of this policy. Upon completion of an investigation, the Director of Public Safety, or his/her designee, shall provide a verbal and written response on the investigative findings to the aggrieved complainant.

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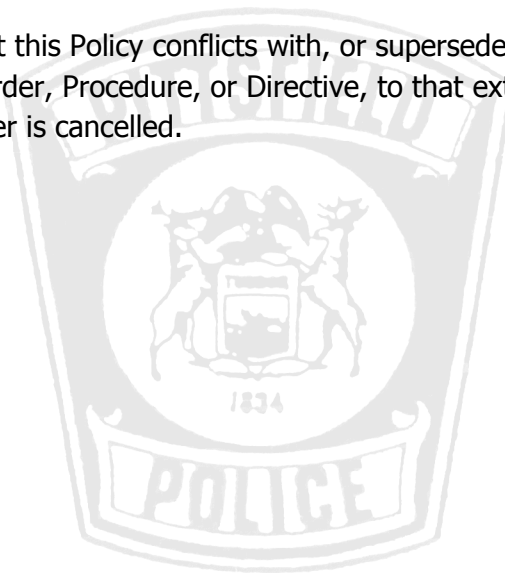
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- B. The Pittsfield Police Department will initiate an appropriate complaint response based upon investigative findings regarding any substantiated policy violations. A disciplinary response may include, but is not limited to, suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the involved person(s).

V. REVISION RESPONSIBILITY

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.



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