

JACKSONVILLE POLICE DEPARTMENT

Policy: 7-2
Effective: 01-01-09
Revised: 04-25-19

WORKPLACE HARASSMENT

PURPOSE: To instruct employees on the proper handling of workplace harassment complaints.

POLICY: It is the policy of the Jacksonville Police Department that all employees have the right to work in an environment free of all forms of harassment. This Department does not condone, and will not tolerate, any harassment. Therefore, this Department shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

PROCEDURES:

I. PROHIBITED ACTIVITY

- A. No employee shall either explicitly or implicitly ridicule, mock or belittle any person.
- B. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person(s). Such harassment is a prohibited form of discrimination under local, state, and federal employment law and regulations and is considered misconduct subject to disciplinary action by this Department and the City.
- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. HARASSMENT PREVENTION

- A. Each employee of the Jacksonville Police Department is responsible for assisting in the prevention of harassment through the following acts:
 1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 2. Reporting acts of harassment to their Supervisor; and
 3. Encouraging any employee, who confides that he is being, or has been harassed, to report these acts to his Supervisor, the Office of Professional Standards, the Office of the Chief of Police, the City's EEO officer(s), and/or the Director of Human Resources.
- B. Each Supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 1. Monitoring the work environment on a daily basis for signs that harassment may be occurring;
 2. Counseling all employees on the types of behavior prohibited, and Department procedures for reporting and resolving complaints of harassment;
 3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision; and