



Discrimination and Harassment

I. PURPOSE

The purpose of this policy is to establish definition for discrimination and sexual harassment and to eliminate the presence of those in the workplace. It is expected that the elimination of these activities will establish an effective work environment and ultimately benefit the community.

II. POLICY

A. Discrimination

1. It is the policy of the Ridgely Police Department to not tolerate any form of discrimination in the employment of officer's or civilian employees, the enforcement of the law, the administration of any police services, or in normal interaction by employees in the workplace. State and federal law prohibits discrimination on the basis of sex, age, race, color, national origin, religion, marital status, political affiliation, disability or sexual orientation.
2. It is the policy of the Ridgely Police Department to investigate all complaints of discrimination.
3. It is the policy of the Ridgely Police Department to allow employee's with concerns, questions or complaints about discrimination to contact the Maryland State Human Relations Commission or any other local Human Relations Commission, the US Equal Employment Opportunity Commission, or private legal counsel without a threat of disciplinary or other adverse action.
4. It is the policy of the Ridgely Police Department to subject Department members whose conduct constitutes discrimination, or an official who knowingly permits such conduct, to disciplinary action which may range from formal reprimand up to and including dismissal.

B. Sexual Harassment

1. It is the policy of the Ridgely Police Department to not tolerate any form of sexual harassment that may occur during the enforcement of law, the administration of any police services, or in normal interaction by employees in the workplace.

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2. It is the policy of the Ridgely Police Department to investigate all complaints of sexual harassment.
3. It is the policy of the Ridgely Police Department to allow employee's with concerns, questions or complaints about discrimination to contact the Maryland State Human Relations Commission or any other local Human Relations Commission, the US Equal Employment Opportunity Commission, or private legal counsel without a threat of disciplinary or other adverse action.
3. It is the policy of the Ridgely Police Department to subject Department members whose conduct constitutes discrimination, or an official who knowingly permits such conduct, to disciplinary action which may range from formal reprimand up to and including dismissal.
4. It is the policy of the Ridgely Police Department to maintain the highest degree of confidentiality in all investigations involving alleged or determined sexual harassment.

C. Written Acknowledgement

It is the policy of the Ridgely Police Department that all members shall acknowledge in writing, receipt of a copy of these policies.

III. DEFINITIONS

A. Discrimination

5. Discrimination includes those acts prohibited by State and Federal law. It may include discrimination based on:
 - a. All forms of illegal prejudice,
 - b. Expressions of racial/ethnic/religious insults and epithets,
 - c. Gender based derogatory comments,
 - d. Sexual Harassment,
 - e. Retaliations against a complainant for filing a complaint of discrimination.

B. Sexual Harassment

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. Submissions to such conduct is made by either explicitly or implicitly a term or condition or an individual's employment,
 - b. Submission to or rejection of such conduct by an individual is used on the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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2. Sexual harassment is an infringement of an employee's right to work in an environment free from unwanted sexual attention and pressure of any kind
3. Sexual demands in the workplace, especially between a supervisor and a subordinate may sometimes threaten a person's economic livelihood and create an atmosphere that is not conducive to maximum productivity.
4. Sexual harassment need not necessarily involve a male supervisor and a female subordinate. It may also apply in reverse. Pressure can be directed by a person of either sex against a person of the opposite or same sex from a coworker or supervisor.
5. The victim need not be the person harassed but could be affected by the offensive conduct.
6. The following is a partial list of the types of activities which could be considered sexual harassment depending on the facts and circumstances:
 - a. Unwanted or offensive physical touching,
 - b. "Off Color" jokes,
 - c. Unwanted, unwelcome and unsolicited language,
 - d. Offensive language,
 - e. Holding up to ridicule a member of one sex to others,
 - f. The placement of sexually explicit material in work areas, desks, etc.
 - g. Notes and other messages either signed or anonymously placed on bulletin boards, in lockers, in desks, etc.
 - h. The required wearing of particular types of clothing or the inference that wearing particular types of apparel will enhance one in career,
 - i. Attempted transfer, demotion, dismissal, etc., after refusing or resisting sexual advance,
 - j. Requesting or ordering employees to perform tasks which are not part of their job specifications, such as: making coffee, obtaining lunch, doing personal shopping for supervisor.
 - k. Demeaning comments or actions,
 - l. Unwanted, unwarranted and unsolicited advances, on or off duty, when such action relates to the employee employer relationship.
 - m. Non- verbal suggestive or insulting jokes, leers, whistles, or gestures.

IV. RESPONSIBILITIES

Supervisors who have knowledge of a discrimination or sexual harassment incident/situation will initiate action or ensure that the appropriate actions relative to such an incident are taken. Failure to take the appropriate actions will result in disciplinary action.

General Order No. 1-3 (Cont.)

V. REPORTING DISCRIMINATION AND/OR HARASSMENT SITUATIONS

Incidents of discrimination and/or harassment will be promptly reported to the Chief of Police in a detailed report format. Attempts will be made to address the circumstances at the lowest possible level with the intent to immediately correct the situation and prevent further occurrences.