

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2017-019

SUBJECT: Sexual Harassment

EFFECTIVE DATE: 1 April 2017

RESCINDS ORDER NO: 98-10-03

DISTRIBUTION: All Department Personnel

PURPOSE: The purpose of this policy is to protect and safeguard the rights of all people who hold employment within the Medina Police Department and the members of the community without subjugation to sexual harassment or discrimination of any kind.

I. POLICY

- A. As with discrimination involving race, gender, color, religion, age, disability, national origin, veteran status, and marital status, the Medina Police Department also prohibits discrimination on the basis of sex and sexual harassment. The police department will take all steps necessary to prevent and stop the occurrence of sexual harassment. Any employee who is determined to be guilty of sexual harassment will be disciplined, and will be subject to termination.
- B. All employees of the Medina Police Department are responsible for ensuring an environment free from harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating the prohibited conduct. Employees are required to report violations of this policy to their supervisor or the Chief of Police. Reporting sexual harassment **is not voluntary**. The Medina Police Department requires all sexual harassments to be reported. If sexual harassment is reported by a community member the Chief of Police or Lieutenant must be notified as soon as practical. Failure to report sexual harassment can result in the severest discipline. The department views sexual harassment, and the failure to report sexual harassment, as similar offenses. If you report sexual harassment, the Medina Police Department will absolutely protect you from retaliation. Your report of sexual harassment will not affect your career in any way.
- C. This policy applies to all members of the Medina Police Department, both sworn and civilian personnel. This policy may be applied to the conduct of non-departmental members with respect to sexual harassment of department employees.

- D. Specific forms of behavior that the Medina Police Department considers sexual harassment include, but are not limited to:
1. VERBAL – Abusive verbal language related to an individual’s sex, including, but not limited to: sexual innuendoes, slurs, suggestive or derogatory or insulting comments or sound, whistling, jokes of a sexual nature, sexual propositions, and threats. Sexually oriented comments about an individual’s anatomy that are unwelcome and/or unreasonably create an intimidating, hostile or offensive environment. Unwelcome sexual advances or demands for sexual favors.
 2. NON-VERBAL- Abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering, or obscene gestures, such that creates an intimidating, hostile or offensive environment.
 3. PHYSICAL- Unwelcome physical contact, including, but not limited to: touching, petting, pinching, grabbing, coerced sexual intercourse, assault, or persistent brushing up against a person’s body.
- E. Sexual harassment is prohibited, including inappropriate forms of behavior Described by the Equal Employment Opportunity Commission when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
 2. Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g. promotion, transfer, demotion, termination); or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or creating an intimidating hostile or offensive working environment
- F. Supervisors must take immediate and appropriate corrective action when instances of sexual harassment come to their attention, to assure compliance with this policy.
- G. Any member who is found to have committed an act of sexual harassment will be subject to disciplinary action including, but not limited to, termination. It is also a violation of this policy to retaliate against any member or other individual who has complained of sexual harassment. Intimidation, coercion, threats, reprisal or other forms of discrimination directed at an individual who has complained of sexual harassment is prohibited. Any employee who is found to have committed an act of

retaliation will be subject to disciplinary action, including, but not limited to, termination.

II. COMPLAINT RESOLUTION

- A. Members or other individuals who feel aggrieved because of harassment or discrimination have several ways to make their concerns known.
 - 1. Aggrieved members, who feel comfortable doing so, should directly inform the person engaging in the harassment that such conduct or communication is offensive and must stop.
 - 2. All aggrieved members who do not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, shall contact the offending party's immediate supervisor or the Chief of Police.
 - 3. Aggrieved members alleging failure of supervision to take immediate action on the individual's complaint or aggrieved members alleging harassment or discrimination by a supervisory authority (Chief of Police or designee) shall contact any member of the Village of Medina Board of Trustees.

By Order Of:

Chad Kenward
Chief of Police