



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: September 10, 2012	NO. PAGES: 1 of 2	NUMBER: 1.1.07
SUBJECT: SEXUAL HARASSMENT POLICY			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are italicized

PURPOSE: To set guidelines for Sexual Harassment investigations.

POLICY: The Cleveland Division of Police does not intend to regulate the social interaction or relationships freely entered into by officers or employees; however, it does view sexual advances and sexual harassment as unacceptable conduct in the workplace. It shall not tolerate nor condone such behavior.

In its employment, the Division shall not tolerate sexual harassment in a form that requires sexual cooperation as a condition of employment, promotion, layoff, training, or as a term or condition for transfer, details or the assignment of job duties. Supervisory personnel shall not use implicit or explicit sexual behavior to control, influence or affect the career, salary or job of an officer or employee. Management shall ensure that the work environment is free from sexual harassment. Officers and members shall feel free to raise their concerns without fear of retaliation and all members shall be afforded a work environment free from unsolicited verbal comments, gestures or physical contact of a sexual nature.

DEFINITIONS:

Sexual Harassment:

According to the Federal Equal Employment Opportunity Commission sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

An action constitutes sexual harassment if submission to such conduct is an explicit or implicit term or condition of the individual's employment, if submission to or rejection of such conduct is the basis for employment decisions that effect the individual, or if such conduct has the purpose or effect of interfering with the performance of an individual or creates an intimidating, hostile or offensive work environment.

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PROCEDURES:

- I.** Members shall report sexual harassment within 24 hours of occurrence or notification of the occurrence. *However, the failure to make such a report within 24 hours does not negate the requirement of a proper investigation and response. This applies to all Division employees.*
- II.** *Supervisors receiving such complaints shall direct the complainant to complete a Form-1 regarding the complaint.*
- III.** *The complainant shall forward the original Form-1 directly to the Director of Public Safety, with a copy provided to the supervisor for forwarding through the chain of command.*
- IV.** *Supervisors shall ensure that the Form-1 is forwarded through the chain of command and that any required RMS reports are completed.*
- V.** *Even though the Division of Police is not the investigative body in this instance, supervisors shall take action whenever and however appropriate to immediately address the complaint.*
- VI.** *The Division shall notify the complainant of the actions being taken and that the Department of Human Resources will conduct the investigation.*
- VII.** *When the investigation is complete, the Department of Human Resources will notify the Director of Public Safety, Police Chief, and the complainant of the results.*