

B. Harassment may include any of the following:

1. Verbal abuse or ridicule;
2. Interference with an employee's work;
3. Displaying or distributing sexually offensive, racist, or other derogatory materials;
4. Discriminating against any employee in work assignments or job-related training because of the person's race, color, sex, religion, age, disability and national origin;
5. Intimate physical contact;
6. Making offensive, sexual, racial, or other derogatory innuendoes, comments, or jokes; and
7. Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment.

IV. Procedures

A. Prohibited Activity

1. Employees shall not explicitly or implicitly ridicule, mock, deride, verbally abuse or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and is considered misconduct subject to disciplinary action by the Texarkana Police Department.
3. Employees shall not display nor distribute any material that maybe interpreted as sexually offensive, racist or derogatory to the good order of discipline.
4. Employees shall not initiate unwelcomed or uninvited intimate physical contact.
5. Employees shall not utter, publish or disseminate innuendos, comments, jokes or other derogatory material that may be construed as offensive, sexual or racial.
6. Employees shall not demand favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment.
7. Individuals covered by this policy include members defined as employees and applicants for employment with the Texarkana Police Department, whether sworn, non-sworn, reserve, and all volunteers. The reporting provisions within this policy shall also apply to harassment or discrimination received or observed by members of the Police Department from outside vendors or contractors conducting business with the Police Department.

B. Employee Responsibilities

1. Every supervisor shall be responsible for preventing acts of harassment. This responsibility includes the following:
 - a. Monitoring the work environment on a daily basis for signs that harassment may be occurring;

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- b. Counseling all employees on the types of behavior prohibited, and the Texarkana Police Department's procedures for reporting and resolving complaints of harassment;
 - c. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision; and
 - d. Taking immediate action to prevent retaliation towards the complaining party and to eliminate the hostile work environment where there has been a complaint of harassment pending an investigation.
 - (1) If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant.
 - (2) Transfer or reassignment of any of the parties involved should be voluntary if possible, and if non-voluntary, should be pending the outcome of the investigation.
2. Every supervisor of the Texarkana Police Department who is approached with a complaint of harassment has the responsibility to assist the employee with properly documenting the complaint.
 3. Every employee of the Texarkana Police Department is responsible for assisting in the prevention of harassment through the following acts:
 - a. Refraining from participation in, or the encouragement of, actions that could be perceived as harassment;
 - b. Reporting all acts of harassment to a supervisor; and
 - c. Encouraging any employee who is affected by acts of harassment to report the inappropriate conduct to a supervisor.

C. Complaint Procedures

1. Any employee who encounters an act of harassment is encouraged to inform the offending person that his or her actions are unwelcome and offensive. The employee is encouraged to document all incidents of harassment in order to provide the fullest basis for investigation.
2. Any employee who believes that he or she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor.
 - a. If the complaint is against the member's immediate supervisor, the complaint should be filed with appropriate division commander.
 - b. If the complaint is against the Chief of Police, the complaint should be filed with the Texarkana, Arkansas Personnel Director and/or the Texarkana, Arkansas City Manager.
3. The supervisor or other person who receives the complaint shall meet with the employee and document in writing the detailed circumstances of the complaint, the person(s) who are alleged to have performed the acts of harassment, any potential witnesses, and the times and dates on which the acts of harassment occurred.

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4. As soon as practical, the supervisor shall prepare a written memo addressed to the appropriate division commander and forward all information collected.
5. Nothing in this policy precludes any employee from filing a complaint or grievance with an appropriate outside agency.
6. Training specific to this policy shall be provided to all employees of the Texarkana Police Department on an annual basis.

D. Retaliation

1. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint is expressly and strictly prohibited. Retaliation is illegal and is prohibited by federal law and by this policy.
2. Retaliation is a form of employee misconduct, and any evidence of retaliation shall be considered a separate violation of this policy and shall be properly investigated in accordance with established procedures.
3. All supervisors shall monitor the work environment to ensure retaliation does not occur.

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