341 SEXUAL AND UNLAWFUL HARASSMENT

341.1 PURPOSE AND SCOPE

This written directive prohibits sexual and other forms of unlawful harassment in the workplace and provides a means by which harassment can be reported, including a means by which it can be reported if the offending party is in the complainant's chain of command.

341.2 POLICY

This policy prohibits sexual and other forms of unlawful harassment in the workplace. Harassment is illegal and will not be tolerated by the Columbia Police Department. In both obvious and subtle ways, harassment subverts the mission of the Department and threatens the careers and well-being of affected employees.

341.3 REPORTING PROCEDURE

Employees reporting or pursuing a complaint in violation of this policy should follow the procedures listed in the City of Columbia Administrative Rules Supplement to Chapter 19 as authorized by section 19-27 Article III, Section A, Number 11 Harassment. These procedures include guidance for reporting harassment when the harassment is committed within the chain of command of the complainant. The link to this resource is: https://www.como.gov/hr/wp-content/uploads/sites/19/2018/02/12-20-17-TB-clean-copy-10-4-17-Admin-Rule-compilation.pdf

- If you encounter problems with the above link, please notify the Accreditation Manager at the Columbia police department.

The applicable section from the Administrative Rules is as follows (Chapter 19 Administrative Rules receives an annual review and update. This policy will be reviewed and updated annually as needed to remain consistent with updates made to this section in Chapter 19 Administrative Rules):

Harassment

a. No City employee shall subject any person to harassment because of that person's race, creed, color, marital status, national origin, religion, sex, age, sexual orientation, gender identity, disability, political affiliation or ancestry.

Harassment includes, but is not limited to, any verbal, visual, physical or written action which intends or works to demean or intimidate the person to whom it is directed or creates a hostile or offensive work environment.

Sexual harassment also includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when: (1) submission to
such conduct is made, either explicitly or implicitly, as 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 the individual; or (3) the conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating or offensive work environment.

b. A City employee who feels he or she has been harassed, as defined above, by a supervisor, co-worker or member of the public is encouraged to report such harassment as follows:

1. By contacting the Human Resources Department directly; or
2. By making a verbal or written report to his or her immediate supervisor or, if the supervisor is the harasser or is believed to be unsympathetic, to the department head.

c. Whenever a harassment complaint is received by a City department or the department receives knowledge that harassment may be occurring, the department shall immediately contact the Human Resources Department. All harassment complaints shall be kept confidential except to the extent necessary to end the harassment, or as required by law. The Human Resources Department shall immediately take steps to investigate all harassment complaints and shall make the appropriate recommendations to the department head or City Manager. To the extent possible, the Human Resources Department shall consider the wishes of the person making the complaint if and when recommending remedial activity by the City.