

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 370	Rescinds: New Issue
Subject: Sexual Harassment	NYS Accreditation: 14.7
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To define the policy of the Seneca Falls Police Department as it relates to the acts of sexual harassment.

II. POLICY

Based on the principle that every person is entitled to be treated with respect and dignity, and to assure a productive environment, which is free of discrimination and intimidation, it is the policy of the Seneca Falls Police Department to strictly prohibit conduct, which constitutes sexual harassment in any form. Any person violating this policy may be subject to discipline. Any person who complains of sexual harassment, and persons participating in investigation of such complaints, will be protected from retaliation.

III. DEFINITION OF SEXUAL HARASSMENT

A. The Seneca Falls Police Department defines sexual harassment as "unwelcome sexual advances", requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or membership.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or membership decisions affecting such individual.
3. Unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with the person's job functions.
4. Unwanted sexual advances.
5. Unwanted physical contact, such as touching, pinching, patting, or brushing against the body.
6. Offensive sexually oriented verbal comments, including sexual innuendo, suggestive remarks, or jokes that refer to sex of gender.
7. Subtle pressure for sexual activity.
8. Display of offensive, sexually oriented pictures, posters or cartoons.

B. Sexual harassment may occur between fellow employees or between an employee and a member of the community. It can happen anytime, at any place, when a person is functioning within the scope of their job.

IV. RESPONSIBILITIES

A. The Police Chief is responsible for setting a tone of conduct that is appropriate. He will:

1. Treat each complaint of sexual harassment in a manner that is serious, sensitive, and as confidential as possible given his/her responsibility to investigate allegations of sexual harassment.
 2. Educate employees/members on the sexual harassment policy, the existence of that policy and the reassurance that the Seneca Falls Police Department intends to vigorously enforce that policy.
 3. Maintaining open lines of communication, allowing employees/members and the community to express their concerns without fear of retaliation or criticism.
 4. Stop any form of sexual harassment which may be observed.
 5. Responding to, and deal with, complaints of sexual harassment in an objective, confidential manner.
- B.** If an investigation leads to the conclusion that sexual harassment has occurred, The Chief of Police must take appropriate corrective action – up to and including discipline of the offender.
- C.** Employees/Organization Members
The Seneca Falls Police Department expects all employees/members to treat co-workers and the community with dignity and respect. Each person must refrain from any conduct, verbal or physical, which may be perceived by a reasonable person as sexual harassment.

V. FREEDOM AGAINST RETALIATION

It will be the policy of The Seneca Falls Police Department that no individual will suffer retaliation for bringing forth a legitimate complaint or allegation of sexual harassment. This policy extends to individuals who may observe situations involving sexual harassment, as well as the individuals who are victims of such actions.

VI. ACTION STEPS

A. Victims of Sexual Harassment

Individuals who believe that they have been sexually harassed are encouraged to:

1. Tell the harasser that his or her comments and/or behavior are personally offensive.
2. Report the incident immediately to The Chief of Police. In any case where the Chief of Police is the harasser, the victim should contact the Town Supervisor.

B. Chief of Police or the Town Supervisor

Upon notification/complaint of an incident of sexual harassment, The Chief of Police or Town Supervisor will:

1. Immediately initiate a thorough investigation of the incident
2. Pending the outcome of the investigation take the appropriate action up to and including discipline of the employee/member, when the investigation leads to the conclusion that the victim has been subjected to conduct that constitutes sexual harassment.
3. Ensure that the reporting individual does not suffer retaliation for reporting incidents of sexual harassment in good faith.

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