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| Series 100 Administration | Effective Date 7/25/2017 | Review Date Annually | Directive Number 102.1 |
| Chapter 102 - Standard of Conduct | | | |
| Reviewing Office EEO Coordinator | | | <input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small> |
| References | | | |

NON-DISCRIMINATION

102.1 - 1 POLICY

The Detroit Police Department prohibits harassment of and by its members in any form. All members have a right to work in an environment free from harassment or discrimination. This Department does not condone, and will not tolerate, any harassment, and shall take immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise. This Department is committed to its responsibility to pursue an aggressive program to ensure that no sworn or non-sworn member of the Department is denied fair and impartial treatment on the basis of race, sex, age, creed, religion, sexual orientation, *color, disability*, or national origin.

102.1 - 2 Definition

1. Sexual Harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a *member's* employment;
 - b. Submission or rejection of such conduct by a *member* is used as a basis for employment decisions affecting such *members*; and
 - c. Such conduct has the purpose or effect of unreasonably interfering with a *member's* work performance or creating an intimidating, hostile, or offensive working environment.
2. Sexual Harassment is misconduct and the Department shall apply appropriate disciplinary sanctions.

102.1 - 3 Prohibited Activity

1. No *member* shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.
2. No *member* shall display any inappropriate posters, cartoons, other illustrations, or photographs bearing sexual, suggestive, or inappropriate content. This type of content

102.1 Non-Discrimination

shall not be posted in or kept in any work area, or area visible to other members or to the public.

3. *Members* shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this Department.
4. No *member* shall retaliate against any person for reporting sexual harassment, or any other form of harassment, giving testimony, or participating in the investigation. Retaliation of any kind (e.g. pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.) shall result in discipline.

102.1 - 4 Complaint Procedures

1. In addition to any other complaint or discipline procedure provided in Department policy, *members* believing they have been subjected to discrimination or harassment on the basis of their race, sex, age, creed, religion, sexual orientation, *color, disability*, or national origin may forward a complaint. The complaint can be made directly to the Department's Equal Employment Opportunity Coordinator (EEOC) or Coordinator's investigative staff who will conduct a complete investigation into the complaint and provide an investigatory report to the Chief of Police concerning the validity of the complaint, and the initiation of any disciplinary charges if needed. The complaining member shall be provided with a written disposition of the investigation.
2. Internal Affairs may assist the EEOC under special circumstances. When conducting an investigation, the EEOC and the Coordinator's investigative staff shall have access to any and all Department records.
3. In the course of an investigation, if a member is ordered to provide a written statement, the following words shall be clearly printed on the first page of the statement before it is filed or attached to the report of the investigation: "This is an informational statement. The fact that a member is ordered to provide an informational statement implies no accusation or suspicion of misconduct."
4. Any commanding officer or supervisor who becomes aware of any violation or possible violation, shall take immediate and appropriate corrective action, and may consult with the EEOC for further direction.

102.1 - 5 Equal Employment Opportunity Program

The Equal Employment Opportunity Program of the Detroit Police Department is available for inspection by any interested member. Interested *members* may examine a copy of this document at Human Resources during normal operating hours.

102.1 - 5.1 Program Coordinator Responsibilities

1. The responsibility for coordinating the Equal Employment Opportunity Program of the Detroit Police Department shall be assigned to the EEOC, who is the Director of

102.1 Non-Discrimination

Human Resources. The director shall have the primary responsibility for the program's administration and application, and shall review the program's progress quarterly, reporting observations and recommendations to the Chief of Police and the Board of Police Commissioners.

2. To ensure effective administration of the program, the EEOC will be directly responsible for the following:
 - a. Developing and implementing audit and data reporting systems designed to provide continuous monitoring of the status of the Equal Employment Opportunity Program in accordance with related Department directives;
 - b. Identifying problem areas, pointing out deficiencies and needs, and suggesting remedial actions to insure that provisions of the Equal Employment Opportunity Program are being carried out and that the goals and objectives of the program are being met in a timely fashion;
 - c. Serving as liaison between the Department and enforcement agencies concerned with equal employment opportunity, minority organizations, and community action groups, and maintaining expertise as to court decisions, regulatory agency guidelines, new legislation, etc.;
 - d. Maintaining Equal Employment Opportunity Program files and statistical reports for audits by regulatory agencies;
 - e. Assisting Department managers in resolving problems relative to requirements or provisions of the Equal Employment Opportunity Program and keeping them informed of the latest developments in the area;
 - f. Conducting ongoing analysis of all Department activities to ensure compliance with equal employment opportunity guidelines;
 - g. Conducting research, statistical studies, or other activities at the direction of the Chief of Police to assess the effects of Departmental policy on equal employment opportunity efforts;
 - h. Developing and disseminating the Department's discrimination complaint procedure and investigating and making recommendations to the Chief of Police and Board of Police Commissioners on complaints of alleged discriminatory practices by individual members or employees;
 - i. Preparing, implementing, revising, and monitoring the Department's Equal Employment Opportunity Program and disseminating information pertaining to equal employment opportunity policies and procedures to all Department members; and
 - j. Assisting *Professional Education and Training*, as needed, in developing training programs.