

WOLFEBORO POLICE DEPARTMENT

SOP 2.7

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

WORKPLACE HARASSMENT

Policy To maintain a friendly environment in which all members are valued and respected. That no member be subjected to sexual, racial, ethnic or religious oriented harassment. To supplement Town Policy.

Purpose The purpose of this directive is to cover the following:

- Definition Reporting procedure
- Guidelines Responsibilities

Definition *Sexual Harassment:* Unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature – Examples.

- Sexual comments, humor or innuendoes.
- Sexually explicit books, pictures left in workplace.
- Demeaning comments, ridicule or other similar actions.
- Unwanted, unwarranted off duty phone calls.
- Hiring or promoting an employee in exchange for sexual favors or demoting or dismissing employees who refuse such advances.

Guidelines For the prevention or reporting of harassment.

Member	Shall be responsible for
Employee	Assisting in the prevention of harassment by: <ul style="list-style-type: none">• Refraining from participating in• Or encouragement of others• By reporting acts of harassment to a supervisor

**SOP 2.7
Workplace Harassment**

Supervisor	Assisting any employee who notifies them of a complaint & taking immediate and appropriate steps in cases where harassment is brought to their attention Monitoring the work environment Counseling employees in the type of behavior prohibited Stopping any acts that might be considered harassment
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Procedures

Any member who believes they are being harassed shall report the incident to a Supervisor.
No member shall be subject to any adverse action unless the member made a false allegation.
Appeals may be filed if they disagree with the investigation or findings.

If a member is reporting	They shall contact the
A supervisor	next immediate supervisor
The Chief of Police	Police Commissioners.

Responsibilities

Member	Shall
Supervisors	Shall adhere to this order
Chief	Shall investigate or designate the Executive Officer/Captain to investigate all matters brought to his attention