	CONNECTICUT STATE POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution ALL PERSONNEL	General Order Number **1.05**
		Original Issue Date 07/12/23	Reissue/Effective Date 10/1/2026
Order Title: **HARASSMENT AND DISCRIMINATION**		Accreditation Standard: **POSTC**: 1.5.7	Section 1
		Rescinds:	
Section Title **DEPARTMENT ROLE AND AUTHORITY**		**Christopher Chute, Chief of Police**	

This General Order is for departmental use only and does not apply in any criminal or civil proceedings. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

The purpose of this policy is to promote a healthy work environment, free from all forms of harassment and to provide procedures for the reporting, investigation, and resolution of complaints of harassment, sexual or otherwise.

II. POLICY

The Connecticut State Police Department ("Department") prohibits harassment of and by its members in any form. All members have the right to work in an environment free of all forms of harassment. The Police 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. The Police 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 Age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran.. The individuals covered under the policy include agency members defined as employees and applicants for employment with the Department, whether sworn, civilian, or volunteer. Connecticut State Community Colleges have a zero-tolerance policy for sustained complaints of harassment and/or discrimination. The Police Department shall apply appropriate disciplinary sanctions for all sustained complaints of harassment and/or discrimination.

III. DEFINITIONS

Harassment: The act or instance of disturbing, pestering, or troubling repeatedly; to ridicule, mock, deride or belittle a co-worker or subordinate, or make derogatory comments based on race, sex, gender identity or expression, age, creed, religion, sexual orientation, or national origin.

Sexual harassment: Sexual harassment in employment consists of any type of unwelcomed sexual approach, demand for sexual favors, and any other verbal or physical behavior of a sexual nature, or that is reproduced by using any means of communication including, but not limited to, the use of multimedia tools through the internet, intranet, or through any electronic means, when one or more of the following circumstances occur:

1. When submission to said conduct is made explicitly or implicitly a term or condition of an individual's employment;

2. When submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or

3. When the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment under this policy generally includes, but is not limited to, two general types of prohibited conduct recognized under Connecticut and federal law:

1. Quid pro quo sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct by an individual is explicitly or implicitly made a term or condition of that individual's employment, or is used as the basis for employment decisions affecting that individual (including hiring, promotion, assignment, discipline, or termination).

2. Hostile work environment sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, written, electronic, or physical conduct of a sexual nature that is so severe or pervasive that it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Retaliation: Any adverse action or pattern of adverse treatment taken against an employee, applicant, or other covered individual because that person, in good faith, has reported or opposed sexual harassment or other harassment prohibited by this policy, requested assistance or a reasonable accommodation related to such harassment, or filed a complaint, assisted, or participated in any investigation, proceeding, or hearing concerning sexual harassment or other harassment under this policy or applicable law. Retaliation includes, but is not limited to, termination, demotion, suspension, reduction in pay or hours, denial of promotion or training opportunities, undesirable or punitive reassignment, unjustified negative evaluations or discipline, increased scrutiny, or other conduct that would discourage a reasonable person from reporting or opposing sexual harassment or other harassment or from participating in the complaint process. Retaliation for other protected activities, including but not limited to good-faith whistleblower reports, exercise of rights under other Connecticut General Statutes, or reports made pursuant to other department policies, is also strictly prohibited and may subject the offender to discipline up to and including termination, consistent with applicable law and collective bargaining agreements.

IV. PROCEDURE

A. Prohibited Activities

1. No employee shall explicitly or implicitly ridicule, mock, deride, or belittle any person.

2. Employees shall not make offensive or derogatory comments based on race, sex, gender identity or expression, age, creed, religion, sexual orientation, or national origin, directly or indirectly to another person. Such harassment is a prohibited form of discrimination under Connecticut Law and Federal Employment Law and is considered misconduct, subject to disciplinary action by the Department.

3. Any/All employee conduct involving sexual harassment in the workplace is strictly prohibited. Such conduct includes, but is not limited to:

   a. Unwanted sexual flirtations, touching, advances or propositions.

   b. Verbal abuse of a sexual nature.

   c. Graphic or suggestive comments about an individual's dress or body.

   d. Sexually degrading words to describe an individual.

   e. The display of sexually suggestive objects or pictures, including nude photographs, in the workplace.

B. Employee's Responsibilities

1. Each Police Supervisor shall be responsible for preventing acts of harassment. This responsibility includes:

   a. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring.

   b. Counseling all employees on the types of prohibited behavior, and the agency 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 their line of supervision.

   d. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.

1) Any immediate corrective action taken shall not modify the conditions of the employment of the employee making the claim of harassment unless the employee agrees, *in writing*, to any modification in the conditions of employment.

2) Immediate corrective action includes, but is not limited to:

a) Employee relocation;

b) Assigning employee to a different work schedule; or

c) Other substantive changes to an employee's terms and conditions of employment.

2. Each Police Supervisor has the responsibility to assist any employee of the Department who comes to that Police Supervisor with a complaint of harassment. Responsibilities include, but are not limited to, assisting the employee with documenting and filing a complaint with the Chief of Police.

3. Each employee of the Department is responsible for assisting in the prevention of harassment through the following acts:

a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.

b. Reporting acts of harassment to a Supervisor.

c. Encouraging any employee, who confides that they are being harassed, to report these acts to a Police Supervisor.

4. Failure to take action to stop known harassment shall be grounds for discipline.

C. Complaint Procedures

1. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide a detailed basis for an investigation.

2. Any employee who believes they are being harassed shall report the incident(s) to their Supervisor as soon as possible so steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.

a. The Police Supervisor or other person to whom a complaint is given shall meet with the employee and document the following: the incident(s) complained of, the person(s) performing or participating in the harassment, and the date(s) on which the incident(s) occurred, and file it with the Chief of Police.

b. The Department employee taking the complaint shall expeditiously deliver the complaint to the appropriate investigative authority.

3. When reporting sexual harassment to an immediate supervisor is not practical or poses a conflict of interest, members may by-pass the chain-of-command and:

   a. File a complaint with another supervisor, the Chief of Police; and/or

   b. File a complaint directly with the Community College Human Resources Department; and/or

   c. File a complaint with the Community College President; and/or

   d. File a formal complaint with either or both of the government agencies set forth below. This policy does not preclude any member from filing a complaint with either agency:

      The United States Equal Employment Opportunity Commission
      John F. Kennedy Federal Building
      15 New Sudbury Street, Room 475
      Boston, MA 02203-0506
      Phone: 1-800-669-4000
      Fax: 617-565-3196
      TTY: 1-800-669-6820

      The Connecticut Commission on Human Rights and Opportunities
      450 Columbus Boulevard
      Hartford, CT 06103-1835
      Phone: 860-541-3400
      Connecticut Toll Free: 1-800-477-5737
      TDD: 860-541-3400
      Fax: 860-246-5068

4. The Chief of Police shall be responsible for the investigation of any complaint alleging harassment.

   a. The Chief of Police shall immediately notify the Community College President and the prosecutor's office if the complaint contains any evidence of criminal activity.

   b. The investigator shall include a determination whether other employees are being harassed by the person, and whether other agency members knew of, participated in, or encouraged the harassment.

   c. The Chief of Police shall inform the parties involved of the outcome of the investigation.

d. A file of harassment complaints shall be maintained in a secure location. The Chief of Police shall be provided with an annual summary of these complaints.

5. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.

6. All complaints will be handled by the Department in as timely and confidential a manner as possible. If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence. Such action may include disciplinary action, up to and including termination.

7. Complainants or employees accused of harassment may file a grievance/appeal in accordance with departmental procedures when they disagree with the investigation or disposition of a harassment claim.

8. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency, including the CSCU Human Resources Department.

D. Training and Provided Information

1. Information concerning the illegality of sexual harassment and remedies available to victims shall be:

   a. Posted in a prominent and accessible location;

   b. Provided to an employee within three months of the employees start date via electronic mail with a subject line that includes the words “Sexual Harassment Policy”; and

   c. Posted on the Department’s and/or Community College’s website

2. Training

   a. All supervisory employees shall have training and education of sexual harassment at promotion.

   b. All employees shall receive training and education regarding sexual harassment within six months of the employee’s date of hire.