
	Florida State University Police Department	
NONDISCRIMINATION IN THE WORKPLACE		
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Policy

NONDISCRIMINATION IN THE WORKPLACE

It is the policy of this Department that all employees have the right to work in an environment characterized by mutual respect and equality. In this regard, this Department strictly adheres to the anti-discrimination policies of the University and all pertinent federal and state laws. The Florida State University Police Department is aligned to the University’s policy of nondiscrimination because of race, creed, color, sex, religion, sexual orientation, national origin, age, or disability. This policy addresses recruitment, advertising, hiring, training, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and another applicable employment conditions.

All forms of discriminatory intimidation are prohibited forms of discrimination under state and federal equal opportunity law. Such behaviors and actions are further considered misconduct subject to disciplinary action by Florida State University and the FSUPD in accordance with the provisions of General Order titled, “Standards of Conduct.”

Procedures

A. Prohibited Activity.

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

Employees shall not make offensive or derogatory comments based on race, color, sex, religion, sexual orientation or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment laws, and is also considered misconduct subject to disciplinary action by Florida State University and this Department.

Employees shall not commit, condone or allow any forms of sexual harassment. The University’s and FSU PD’s policies pertaining to any instances of sexual harassment are discussed in detail in General Order titled, “Standards of Conduct.”

B. Employee's Responsibilities.

Each employee of this Department is responsible for assisting in the prevention of illegal discrimination/harassment through the following acts:

1. Refraining from participation in or encouragement of actions that could be perceived as such.
2. Reporting such acts to a supervisor.
3. Encouraging any employee who confides that he/she is being harassed or discriminated against to report such to a supervisor.
4. Failure to take appropriate action regarding known acts of harassment or discrimination shall be grounds for disciplinary action.

C. Supervisor's Responsibilities.

Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:

1. Monitoring the work environment on a daily basis for signs that harassment may be occurring.
2. Counseling all employees on the types of behavior prohibited and the University's procedures for reporting and resolving complaints of harassment.
3. Stopping any observed acts that may be considered illegal discrimination and/or harassment and by taking appropriate steps to intervene, whether or not the employees are within his/her line of supervision.
4. In the case of illegal harassment, taking immediate actions to limit the work contact between two employees pending investigation.
5. Advising the Chief through the chain of command of any incidents of harassment.
5. Each supervisor has the responsibility to assist any employee of this Department who approaches the supervisor with a complaint of discrimination or harassment in documenting and filing a complaint with the Internal Affairs Officer or the Chief.
6. Failure to take appropriate actions shall be grounds for disciplinary actions.

D. Complaint Procedures.

1. Employees encountering harassment shall advise the offender that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide sufficient basis for an investigation and furnish the documentation to administrative personnel.
2. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor or to another supervisor, the Internal Affairs Officer, the Chief of Police, or the Department of University Human Resources as soon as possible. In addition, USPS or A&P

victims of sexual harassment should report the incident to Coordinator of Equal Opportunity Programs, Office of Audit Services, to ensure that appropriate steps are taken to protect the employee and appropriate investigative and disciplinary measures initiated.

3. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents, the person(s) performing or participating in the harassment, and the dates on which the incident(s) occurred.
4. The Departmental employee taking the complaint shall expeditiously deliver the complaint to the Chief of Police or designee. He/she will then forward the information as outlined in Florida State University policy and procedure.
5. If the complaint(s) cannot be investigated by the University because it does not fall within the scope of the University policy and procedure, the Internal Affairs Officer shall be responsible for the investigation.
6. The Internal Affairs Officer shall immediately notify the Chief of Police or the State Attorney's Office if the complaint contains evidence of criminal activity.
7. The Internal Affairs Officer shall include a determination of other employees' participation in or encouragement of the harassment.
8. The Internal Affairs Officer shall inform the person(s) involved of the outcome of the investigation as per the Police Officer Bill of Rights and the provisions of General Order titled, "Internal Affairs and Citizen Complaints."
9. The Internal Affairs Officer shall provide the Chief of Police an annual summary of complaints.
10. Complaints or employees accused of harassment may file a grievance/appeal in accordance with University policy and procedure when they disagree with the investigation or disposition of a harassment claim.
11. Employees of this Department who believe that he/she has been a victim of discrimination in violation of this policy may obtain a hearing of the grievance by filing a formal complaint detailing the time, place, and specific facts in support of the alleged discriminatory act. Such an action shall be conducted in accordance with procedures discussed either in General Order titled, "Standards of Conduct" and/or General Order titled, "Complaint and Grievance Procedures."

E. Retaliation Prohibited.

There shall be no retaliation against any employee for filing a harassment complaint, or assisting in testifying or participating in the investigation of such a complaint. Any employee, who retaliates against an individual who cooperates with any inquiries or investigations, or who reports instances of discrimination or harassment, will be subject to disciplinary action.

F. Frivolous Complaints.

Any employee, who knowingly or intentionally files a false complaint, intentionally misrepresents or omits facts under the nondiscrimination or discriminatory harassment policy, will be subject to disciplinary action.

G. External Agencies.

This policy does not preclude any employee from filing a complaint or grievance with an appropriate external agency.

Glossary

EEOC - Equal Employment Opportunity Commission

Employee – Within the context of this specific policy, “employee” refers to all sworn officers and non-sworn personnel working under the direction of the Chief of Police at Florida State University.

USPS - University Support Personnel System

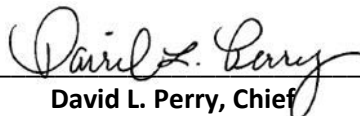
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Nondiscrimination
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Title: **Non-Discrimination in the Workplace**

Approved: 
David L. Perry, Chief

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