





POLICIES AND PROCEDURES MANUAL

	UNLAWFUL HARASSMENT AND OTHER DISCRIMINATION	
	POLICY NUMBER: 26-4	ISSUING AUTHORITY 
	EFFECTIVE DATE: January 1, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Cambridge Police Department is committed to maintaining a workplace free of all forms of unlawful discrimination, harassment, and retaliation based on race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, or pregnancy-related condition and all other categories protected by applicable state and federal laws. The department is also committed to maintaining a workplace free of any form of intimidation, threat, coercion, and/or harassment, implicit or explicit, that insults the dignity of others and interferes with their ability to work. (See the City of Cambridge Anti-Violence Policy.)

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. strictly enforce a prohibition against harassment and discrimination, sexual or otherwise, of any of its employees, vendors, and/or other third parties;
- B. provide multiple avenues for reporting incidents to include but not limited to a direct report supervisor, a supervisor of another unit outside of the employee's chain of command, any member of the command staff,, , the Police Commissioner, the City's Office of Equity & Inclusion, or the City's Human Resources Department;
- C. investigate all complaints in a sensitive and confidential manner;
- D. take corrective action as soon as possible;
- E. consider formal as well as informal procedures, when appropriate, for resolving complaints;
- F. establish appropriate sanctions when it is determined that a member of the department has violated this policy or the City of Cambridge's Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Retaliation. Whether or not behavior constitutes harassment will depend on the specific facts of the situation;

- G. advise supervisors that if they are found to have neglected to take corrective action, they may be subject to disciplinary action; and
- H. advise all employees that they are subject to the City's Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Retaliation in addition to the harassment policy of the Cambridge Police Department.

III. DEFINITIONS

- A. *Discrimination and Harassment*: Unwelcome conduct, whether verbal or physical, that is based on any one of the protected groups identified in federal or state law, the U.S. Equal Employment Opportunity Commission, the Attorney General's Office Civil Rights Division, or the Massachusetts Commission Against Discrimination.
- B. *Sexual Harassment*: Unwelcome/objectionable conduct of a sexual nature including advances, requests for sexual favors, and verbal, non-verbal, or physical conduct of a sexual nature when:
 - 1. submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, or as a basis for employment decisions; or
 - 2. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

IV. PROCEDURES

- A. Reporting Complaints
 - 1. Employees of the department who become aware of an incident of harassment, directed either toward themselves or another person, may report the incident to anyone in the department with whom they feel comfortable, including but not limited to:
 - a. a direct report supervisor;
 - b. a supervisor of another unit outside of the employee's chain of command;
 - c. any member of the command staff;
 - d. the Police Commissioner; or to
 - e. appropriate City, State, or Federal agencies listed in subsections F and G.
- B. Investigating Complaints
 - 1. All complaints of harassment, regardless of where and at what level the complaint is reported, shall be investigated.
- C. Formal Resolution

1. Any formal resolution shall be agreeable to the complaining party and the department representative investigating the complaint.

D. Informal Resolution

1. In some cases, a conversation between parties can resolve an issue. When a conversation fails to resolve the issue, the affected party or parties can file a formal complaint in any of the ways listed in this policy.

E. Disciplinary Action

1. All disciplinary actions that result from a complaint of harassment shall be determined and approved by the Police Commissioner and/or the Appointing Authority.
2. Disciplinary actions include but are not limited to written reprimands, suspensions, or termination.

F. State and Federal Resources

1. Nothing in this policy shall prevent an employee from pursuing legal remedies or resolution through state or federal agencies or the courts.
2. Massachusetts Commission Against Discrimination (MCAD): One Ashburton Place, Room 601, Boston MA 02108; (617) 994-6000.
3. Equal Opportunity Commission (EEOC): John F. Kennedy Building, 475 Government Center, Boston, MA 02203; (800) 669-4000.
4. Massachusetts Attorney General's Office Civil Rights Division: One Ashburton Place, 20th Floor, Boston, MA 02108; (617) 963-2917.

G. City Resources

1. Office of Equity & Inclusion: City Hall (617) 349-4236, (oei@cambridgema.gov)
2. Human Resources Department: 689 Mass. Ave. (617) 349-4332 (HumanResources@cambridgema.gov)