



Arizona Peace Officer Standards and Training Board

LESSON PLAN COVER SHEET

COURSE TITLE: Professionalism in the Workplace (Sexual Harassment)		HOURS: 1
DATE FIRST PREPARED: 10/05/1998	PREPARED BY: Mary Sheppard	
DATE REVISED/REVIEWED: 11/15/2002	BY: Bill Everson, 4126	
DATE REVISED/REVIEWED:	BY:	
DATE REVISED/REVIEWED:	BY:	
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DATE REVISED/REVIEWED:	BY:	
DATE REVISED/REVIEWED:	BY:	
LIST ANY PREREQUISITES:		
LEAD INSTRUCTOR: Mary Sheppard	BACK-UP INSTRUCTOR: Cheryl Skornik, Mesa PD	
APPROVAL NUMBER:		
COURSE DESCRIPTION: A brief overview of sexual harassment, hi-lights from recent court decisions and what they mean for law enforcement professionals, strategies for preventing sexual harassment and enhancing workplace professionalism.		
INSTRUCTOR REFERENCES: Title VII, Civil Rights Act of 1964 Summers Press, Inc. U.S. EEOC Technical Assistance Snell & Wilber Law Offices Human Resource Magazine	TRAINING AIDES, EQUIPMENT, MATERIALS: Overhead projector, flip chart, markers	
	PRE-TEST: No	POST-TEST No
METHOD OF INSTRUCTION: Lecture		
SUCCESS CRITERIA: <ol style="list-style-type: none"> 1. Define sexual harassment based upon legal definitions and court rulings. 2. Recognize why preventing sexual harassment is critically important to the agency. 3. Identify what is required to successfully prevent incidents of sexual harassment. 4. Identify what forms sexual harassment takes and what responses are appropriate. 5. The role of the FTO in preventing sexual harassment and enhancing professionalism in the workplace. 		
PERFORMANCE OBJECTIVES:		
AGENCY APPROVAL	Name (Type or Print)	Signature
AZPOST APPROVAL	Name (Type or Print) LYNDON A. "LYNN" LARSON Basic Training Administrator	Signature
		Date August 2, 2000

AZ POST Form LP (Revised 8/00)

OUTLINE

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I. Introduction:

10 minutes

A. Definitions:

Sexual Harassment is a form of discrimination, which falls under Title VII – part of the Civil Rights Act of 1964 – that states that it will be unlawful to discriminate based upon race, color, religion, sex, or national origin. Title VII applies to each and every employee in the workplace.

Quid Pro Quo: This is Latin, which means something for something, such as sexual favors are sought in return for job benefits or opportunities and applies to supervisors, managers, and FTOs. The employer is liable for this type of behavior.

Hostile Environment: Sexual comments or conduct that have the purpose or effect of unreasonably interfering with a employee’s work performance. Anyone can commit this type of harassment, co-worker, supervisor, or non-employee.

EEOC - Equal Employee Opportunity Commission: This is the branch of the U.S. Government that receives and investigates complaints of sexual harassment. The EEOC works with the employee to determine if a violation of the Title VII has occurred.

B. Why is this important to your agency?

Case law examples to provide incentive and show the need for employers to pay attention to employee’s behavior in the work place.

In 1996, 15,000 cases filed with the EEOC.

Monetary case settlements have gone from	\$7.7 million in 1990
	To \$27 million in 1996
	To \$49.4 million in 1997

II. What is new in the area of Sexual Harassment?

15 minutes

A. The impact of Superior Court Rulings. Refer to Summers Press, Inc. for examples.

B. Understanding Sexual Harassment (Interactive)

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What is inappropriate behavior?

This is a difficult question to answer. It may be a single event or a series of events by one person or several persons.

COMMENTS, ACTIONS, or THINGS SEXUAL IN NATURE THAT ARE REASONABLY OFFENSIVE TO ANYONE.

Ask yourself if you would conduct yourself in an offensive manner around your mother, significant other, or your daughter. (Explain why the emphasis on females.)

Rumors, slurs, derogatory comments, epithets, verbal conduct, inappropriate jokes, physical blocking, inappropriate touching (putting arm around shoulders, rubbing neck), visual posters, cartoons, magazines, drawings, sexual favors, advances.

If you can't bring yourself to change your behavior, you might just as well sign a check and the court will tell you what amount to fill in.

Can you ask someone you work with out for a date? Explain the importance of the answer, "NO."

Not every sexual joke or comment is against the law. The conditions must be sufficiently hostile, frequent, or pervasive in order to be against the law. Context is important.

KEEP IT OUT OF THE WORKPLACE!!!

*Remember, what you may consider "welcome" today, may be "unwelcome" tomorrow.

III. What do you do in the event of a complaint?

5 minutes

A. Victim:

1. It is recommended that you put the offender on notice.
2. Tell them you don't appreciate their behavior.
3. Remind them of policy and that this is a professional business.
4. Be aware of policy.
5. Follow procedures set up by your agency.
6. Notify your supervisor.
7. Be aware of grievance procedures.
8. Document the incident: a victim has 300 days to file a complaint with the EOC. (who, what, where, when, why) This information will be needed when a complaint is filed.

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B. Supervisor:

1. Document the incident.
2. Take immediate action even if the employee asks, "What if?"
3. It is the supervisor's responsibility to get only the facts.
4. Each reported incident must be addressed.
5. Courts will take actions against the perpetrator and those that fail to act.
6. Talk in private with the victim.

C. Resolution.

1. Resolve the complaint at the lowest level.
2. The supervisor needs to take immediate action because failure to act upon reported incidents will result in the employer being held liable.
3. Actions that may need to be taken:
 - a. Remedial training.
 - b. Discipline up to and including termination.
4. The victim may go to the EEOC, State Labor Department, or may file a civil or criminal suit.

IV. Prevention.

10 minutes

A. Preventing Sexual Harassment:

People: recruitment and retention (protect your investment), quality in, take a look at how the person gets along with others and staff.

Policy: must have a policy in place, employees must know the policy, it must be applied at all times.

Training: needs to be initial and ongoing, briefings, bulletin boards, etc.

Supervision: pre-incident control, supervisors and FTOs are there to enforce policy. They are like an insurance policy.

Discipline: agency needs to take a pro-active prevention attitude and take prompt, fair, and impartial action.

OUTLINE	NOTES
<p>V. What does this mean for Field Training Officers?</p> <ul style="list-style-type: none">A. Apply theory to operations.B. Model behavior: it is not enough to know the law, you must be ethical and set a positive example for others while using, not abusing vested authority.C. FTOs are management's eyes and ears. If you see or hear behavior that may become sexual harassment – ACT!D. Reinforce training by using handouts, briefings, bulletins, etc.E. Validate employee's knowledge, question employees on a regular basis.F. Accountability: you are responsible and can be held liable.G. Leadership and management compliment each other.	15 minutes