

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: Coppel Fire Department

Best Practice Standard: 12.10 Sexual and Other Unlawful Harassment

**Proofs of Compliance Submitted:**

1. Copy of City of Coppel EEO, Sexual and Other Unlawful Harassment Policy and Complaint Procedure
2. Copy of Coppel Fire Department Sexual Harassment training completion roster.

<b>Submitted By:</b> Gregg Loyd	<b>Date:</b> 10/1/2013
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**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

## CITY OF COPPELL POLICIES AND PROCEDURES HANDBOOK

### EEO, SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY AND COMPLAINT PROCEDURE

#### Policy No. 1103

Rev. 01/01/2010

**Equal Employment Opportunity.** The City is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, the City's employment decisions are based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, genetic information, or any other characteristic protected by law. All City employees are entitled to a workplace free of unlawful discrimination, harassment and retaliation by management, supervisors, co-workers, citizens, and vendors. City employees are also prohibited from discriminating or harassing citizens, vendors, and all other third parties.

**Sexual Harassment.** One form of unlawful discrimination is sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Conduct prohibited by this policy includes, but is not limited to sexual advances; requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, sexual preference, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

**Other Prohibited Harassment.** In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, marital status, veteran status, citizenship, or any other characteristic protected by law is also prohibited. Prohibited conduct includes, but is not limited to, epithets, slurs and negative stereotyping; threatening,

intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that singles out, denigrates, or shows hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited. This policy also prohibits sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via electronic or digital communication such as cell phone, IM, text, tweets, , e-mail, social networking sites and other Internet transmissions. Harassment of any nature, when based on race, religion, color, sex, national origin, age or disability, will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

**Mandatory Reporting.** The City requires that employees report all perceived incidents of discrimination, harassment and retaliation, regardless of the offender's identity or position. While not all incidents of harassment violate the law, the City's policy is to prevent and correct harassment and other inappropriate conduct long before it gets to that point. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that he or she has been subjected to conduct prohibited by this policy must report it immediately to:

- his or her Department Director;
- either of the two Human Resources Department employees listed below;
- the Deputy City Manager; or
- the City Manager.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise his/her Department Director and/or either of the two Human Resources Department employees listed below. Any employee who reports a potential violation of this policy and who feels his/her report was not adequately or timely addressed, must then put his/her report in writing and submit the written complaint to one of the people listed above.

Under this policy, an employee may report to and/or contact either of the following Human Resources Department members directly, without regard to the employee's normal chain of command:

Vivyon V. Bowman  
 Director of Admin/HR  
 972-304-3648 (office phone)  
 469-576-7716 (mobile phone)  
 or via e-mail @  
[Vbowman@ci.coppell.tx.us](mailto:Vbowman@ci.coppell.tx.us)

Donna Jenkins  
 Assistant Director of Admin/HR  
 972-304-3613 (office phone)  
 469-576-7717 (mobile phone)  
 or via e-mail @  
[Djenkins@ci.coppell.tx.us](mailto:Djenkins@ci.coppell.tx.us)

Voice messages or e-mails may be left at any time.

In addition, the City encourages employees who believe they are being subjected to conduct prohibited by this policy and who feel comfortable doing so, to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action will resolve the problem.

**Employee Dating.** Supervisors and managers are prohibited from dating subordinate employees in their own department. Further, supervisors and managers are prohibited from dating peers and subordinate employees in other departments if the relationship (or dissolution of the relationship) might reasonably create a disruption to the work environment, create a conflict of interest or the appearance of a conflict of interest, or lead to charges of favoritism, discrimination, or sexual harassment. For purposes of this policy, “dating” includes both serious and casual dating and other conduct associated with romantic or sexual relationships. Anyone with questions as to whether an existing or contemplated relationship is one that may be prohibited by this policy are directed to discuss it with the Human Resources Department and/or the City Manager’s office.

**Investigation.** All reports of prohibited conduct will be investigated promptly by management in as confidential a manner as possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation.

**Retaliation Prohibited.** Retaliation against employees because they made a good faith charge or report of prohibited conduct or because they assisted in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

**Responsive Action.** The City takes violations of this policy very seriously. Misconduct constituting discrimination, harassment, or retaliation will be dealt with appropriately. Discipline, up to and including dismissal, will be imposed upon any employee who is found to have violated this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated or where an employee does not cooperate in an investigation.

## Completed Courses

Last Name	First Name	Course Title	Date Completed	Score	Approval Num
<b>Course: Sexual and Other Workplace Harassment</b>					
Adams	John	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Addison	Christopher	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Allen	Tim	Sexual and Other Workplace Harassment	25 Nov 2013	100.00	
Baird	James	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Bartolacci	Barry	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Baze	Taylor	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Beare	James	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Beyer	Gary	Sexual and Other Workplace Harassment	02 Dec 2013	80.00	
Bourland	Todd	Sexual and Other Workplace Harassment	25 Nov 2013	100.00	
Boyles	Brandon	Sexual and Other Workplace Harassment	16 Dec 2013	90.00	
Brewster	James	Sexual and Other Workplace Harassment	02 Dec 2013	80.00	
Broom	Jeremy	Sexual and Other Workplace Harassment	11 Dec 2013	100.00	
Brower	Michael	Sexual and Other Workplace Harassment	25 Nov 2013	100.00	
Burr	Kelley	Sexual and Other Workplace Harassment	26 Nov 2013	70.00	
Burriss	Stuart	Sexual and Other Workplace Harassment	13 Dec 2013	100.00	
Chitwood	Chase	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Crouch	Edward	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Dabbs	John	Sexual and Other Workplace Harassment	26 Nov 2013	90.00	
Dailey	James	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Daniels	Mark	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Dean	Jarrold	Sexual and Other Workplace Harassment	30 Nov 2013	100.00	
Dinfield	Heather	Sexual and Other Workolace	14 Dec 2013	100.00	

		Harassment			
Elliott	Mark	Sexual and Other Workplace Harassment	13 Dec 2013	100.00	
Fisk	Rob	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Foster	John	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Greaser	Eric	Sexual and Other Workplace Harassment	03 Dec 2013	90.00	
Green	David	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Greenberg	Brandon	Sexual and Other Workplace Harassment	25 Nov 2013	100.00	
Hardin	Chad	Sexual and Other Workplace Harassment	25 Nov 2013	100.00	
Hardt	Brad	Sexual and Other Workplace Harassment	13 Dec 2013	90.00	
Inman	Jason	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Joles	Everett	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Kinney	Kerry	Sexual and Other Workplace Harassment	26 Nov 2013	90.00	
Knight	John	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Lee	Austin	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Leech	Chris	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Lovell	Durl	Sexual and Other Workplace Harassment	02 Dec 2013	100.00	
McCracken	Austin	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
McDowell	Michael	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
McGee	Robert	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
McInis	Willie	Sexual and Other Workplace Harassment	13 Dec 2013	100.00	
Miller	Cody	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Musser	Garrett	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Nickelson	Preston	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Olson	Brea	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	

Parr	Jarrett	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Parsons	Jon	Sexual and Other Workplace Harassment	25 Nov 2013	80.00	
Pierce	James	Sexual and Other Workplace Harassment	11 Dec 2013	100.00	
Porter	Eric	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Price	Chris	Sexual and Other Workplace Harassment	03 Dec 2013	100.00	
Richardson	Ty	Sexual and Other Workplace Harassment	19 Dec 2013	90.00	
Ridling	Robert	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Rinard	James	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Rodriguez	Rene	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Russell	Tim	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Spencer	John	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Stacy	Brian	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	
Stone	Robert	Sexual and Other Workplace Harassment	25 Nov 2013	80.00	
Taylor	Jaime	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Taylor	Stephen	Sexual and Other Workplace Harassment	02 Dec 2013	100.00	
Thomason	Sam	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
White	Bryan	Sexual and Other Workplace Harassment	13 Dec 2013	100.00	
White	David	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Williams	Robert	Sexual and Other Workplace Harassment	27 Nov 2013	100.00	
Williamson	Blake	Sexual and Other Workplace Harassment	26 Nov 2013	100.00	
Wilson	Michael	Sexual and Other Workplace Harassment	28 Nov 2013	100.00	