



# LAFAYETTE CITY MARSHAL'S OFFICE

## SEXUAL HARASSMENT

### WRITTEN POLICIES AND PROCEDURES

**PURPOSE:** The purpose for this policy is so that the Lafayette City Marshal's Office has a set of guidelines for Sexual Harassment.

**SCOPE:** This order shall apply to all employees of the Lafayette Marshal's Office.

**POLICY:** It shall be the policy of the Lafayette City Marshal's Office that all employees adhere to the guidelines set forth by the Lafayette Consolidated Government and its Human Resource department.

#### **Online or In-Person Course**

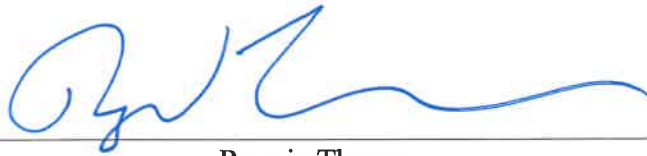
- A. It will be the responsibility of all Lafayette City Marshal employees to adhere to any employee training relating to sexual harassment set up by and through Lafayette Consolidated Government.
- B. The Office Administrator will request from all Lafayette City Marshal employees any certificates and documentation indicating the required sexual harassment training set forth by the Lafayette Consolidated Government.

#### **Sexual Harassment within the department**

- A. The Lafayette City Marshal's office has a no tolerance policy as it pertains to sexual harassment of any kind including but not limit to: 1) unsolicited and unwelcome sexual advances; 2) requests for sexual favors; 3) verbal, written, physical, or visual conduct of a sexual nature.

## Responsibility

- A. All employees have the right to file a complaint concerning unlawful and/or sexual harassment. However, an employee may attempt to immediately resolve the harassing behavior by expressing his/her discomfort with the behavior to the offender in a constructive manner.
- B. If the employee feels that the above step is not appropriate, or the first step fails to resolve the situation, the employee may consult with the 1) Lieutenant; 2) If the Lieutenant is accused, then go to the captain; 3) If the Captain is accused go to the Chief Deputy Marshal; 4) Marshal. All employees are encouraged to file a written complain if the discussion with any of the command staff is embarrassing or may result in added pressure if discussed.



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Reggie Thomas  
Marshal of the City Court of Lafayette