


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

CRAIG GREENBERG
MAYOR

JACQUELYN GWINN-VILLAROEL
CHIEF OF POLICE

TO: All Personnel

FROM: Paul Humphrey
Acting Chief of Police 

DATE: June 25, 2024

RE: LMPD SOP 2.10.5 Harassment/Sexual Harassment/Sexual Abuse and Discrimination
Special Order #24-003

The department is committed to making every reasonable effort to prevent individuals from being subjected to harassment, sexual harassment, sexual abuse or discrimination, or a sexually hostile working environment. Employees shall not engage in harassment, sexual harassment, and sexual abuse or discrimination as defined by this SOP. Such conduct will not be tolerated, and if substantiated, is subject to prompt and effective action.

Harassment is defined as:

Unwelcome conduct based upon a legally protected class, including (a) race; (b) color; (c) religion; (d) national origin; (e) ancestry; (f) sex; (g) age [forty (40) and older]; (h) disability; (i) pregnancy; (j) gender identity or expression; (k) sexual orientation; (l) smoker or nonsmoker status; or (m) any other class protected by law.

Harassment based on a protected class includes, but is not limited to, (a) offensive jokes; (b) offensive objects or pictures; (c) slurs or name calling; (d) ridicule or mockery; (e) insults or put-downs; (f) intimidation; (g) physical threats or assaults; or (h) hostile behavior that would interfere with work performance.

Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (a) submitting to the action is a stated or implied condition of getting or keeping a job; (b) submitting to, or rejecting, the action affects decisions concerning an employee's job; or (c) the action has the purpose or effect of unreasonably interfering with the employee's ability to

perform their job, or of creating a hostile, intimidating, or offensive work environment.

Sexual harassment includes, but is not limited to, (a) unwanted sexual advances or requests for sexual favors; (b) sexual jokes and innuendo; (c) verbal abuse of a sexual nature; (d) commentary about an individual's body, sexual prowess, or sexual deficiencies; (e) leering, whistling, or touching; (f) insulting or obscene comments or gestures; (g) displays in the workplace of sexually suggestive objects, pictures, materials, or other media; (h) sexually suggestive written, recorded, or electronically transmitted messages; or (i) other physical, verbal, or visual conduct of a sexual nature.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Sexual abuse is considered:

Unwanted sexual activity, with perpetrators using force, making threats, or taking advantage of victims who are unable to give consent.

Sexual discrimination is considered:

Treating someone (an applicant or employee) unfavorably because of that person's sex and/or gender identity.

Federal law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, and any other term or condition of employment. The department also prohibits retaliation against any individual because they have filed a complaint or report, investigated a complaint or report, provided information to, or cooperated in, an investigation, including investigations conducted by the Office of Inspector General (OIG) and/or the Professional Standards Unit (PSU) (refer to LMPD SOP 2.10.7).

All employees are encouraged to report allegations of harassment, sexual harassment, and sexual abuse or discrimination as quickly as possible. Complaints of misconduct, including allegations of harassment, sexual harassment, and sexual abuse or discrimination, by a departmental member against another individual can be sent through the appropriate chain of command to the division commander, who will then forward the information to the Special Investigations Division (SID) Commander, the Louisville Metro Human Resources (HR) Compliance Manager, or directly to the Chief of Police (KACP 12.6b-c).

Supervisors are required to report received complaints of misconduct, including allegations of harassment, sexual harassment, and sexual abuse or discrimination, through the appropriate chain of command.

If the complaint involves sexual harassment and/or sexual abuse, the commander will immediately verify that the member to whom the allegations are directed is moved to avoid contact with the complainant. The commander will conduct a preliminary investigation and, based on the information gathered, the Chief of Police may initiate an investigation by the SID (KACP 12.6d).

Members can also report instances of harassment, sexual harassment, and sexual abuse or discrimination directly to the Chief's Office, the SID Commander, LMPD HR, Louisville Metro HR Compliance Manager, the Metro Ethics Tipline, or the OIG (KACP 12.6b).

Violation of any section of this SOP shall constitute grounds for disciplinary action, up to, and including, termination of employment.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure that their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.