TOLEDO FIRE & RESCUE DEPARTMENT

B-50 Sexual Harassment Policy

Non-Emergency Manual

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Policy/Procedure

1. The Toledo Fire and Rescue Department references the City of Toledo's Administrative Policy and Procedure #34 when necessary to further define sexual harassment violations not addressed within this Departmental procedure.

2. Sexual harassment is a violation of the Toledo Fire and Rescue Department's Rules of Conduct and as such may result in the suspension or discharge of offenders.

3. Any member who feels he or she has been discriminated against due to his or her sex may report such incidents through the appropriate chain of command without fear of reprisal. Confidentiality will be maintained at all levels.

4. Any alleged discrimination or conduct shall be investigated to determine whether it constitutes sexual harassment. This shall include the totality of the circumstances, the nature of the harassment, and the context in which the incident occurred.

5. Any member who feels uncomfortable reporting a concern regarding sexual harassment through the normal chain of command may by-pass the normal chain of command. The Chief of the Bureau of Professional Standards is designated as the Sexual Harassment Officer and may be contacted outside the chain of command to discuss issues regarding sexual harassment.

6. Assignment of Station Duties

1. Distribution of assignments, responsibilities and privileges shall be made equally among ranks to avoid discriminatory practices on grounds of sex, race, age, or other discriminating factor.

7. Privacy

1. This policy is intended to serve as a guideline for the responsibilities of all firefighters as it pertains to the use and maintenance of both male and female locker room/bathroom facilities and unisex facilities in all stations. It must first be understood that whether the facilities are separate or used jointly that a closed door implies privacy and that permission should be asked for and verbally given by a person using the facility before the person seeking to enter that facility may do so. A simple knock on the door will not suffice without verbal permission from the person using that facility to enter. It is recommended that if a lock is provided on a door that it should be used to ensure privacy.

2. It shall be the company officer’s responsibility to ensure that members assigned to their command are aware of unisex facilities within their station and the unique maintenance responsibilities created by said facilities.

3. The need remains constant to clean each locker room or bathroom facility daily and to perform routine maintenance such as floor cleaning, cobweb removal, and light bulb replacement as the station captain sees fit. Therefore, at station houses that do have separate facilities it may be the responsibility of a member to clean a specific area, bathroom, or locker room regardless of whether they use that facility. This is to be the only time a member is to enter a facility of the opposite sex. If the necessity arises during the course of the shift to enter an opposite sex facility, permission must be obtained through the company officer.

4. It shall be the responsibility of the company officer to visually inspect locker room or bathroom facilities daily to ensure that proper and required maintenance is routinely performed. Any violation of the above guidelines will be just cause for discipline in accordance with the Department's Rule Book.

8. Visitors

1. All visitors including off duty Department personnel but excluding the assigned crew shall report to the watch desk upon entering the station.

2. All visitors are prohibited from entering any restricted areas as designated and posted by the House Captain.

9. Clothing and Personal Articles

1. Maintenance of proper image, personal safety, and use of protective equipment dictate that certain restrictions be placed on the clothing and personal items a member is allowed to wear while on duty.

    1. Minimal Clothing

        1. The minimal clothing for males worn inside the fire station shall be running shorts, approved suitable top, and an appropriate undergarment.

        2. The minimal clothing for females worn inside the fire station shall be running shorts, an approved suitable top with bra, and an appropriate undergarment.

2. The wearing of earrings is prohibited while on duty.

3. Necklaces, medallions, or pendants, if worn, shall not be exposed while on duty.

4. The wearing of wrist watches and or identification bracelets is permitted provided the configuration of the article does not interfere with the use of gloves and turnout gear and is not subject to catching or snagging due to being loose on the wrist.

5. Articles such as watch chains, fobs, jewelry, combs, handkerchiefs, smoking materials, pins, or other items shall not be worn or attached to or otherwise exposed from the uniform, with the exception of approved pins.

6. The wearing of finger rings is permitted only if the configuration is not overly large or ornate and will not subject the wearer to potential injury. Those that interfere with quick donning of equipment or clothes are prohibited.

7. Cosmetics shall be limited to conservative color and amount commensurate with Department public image and subject to the approval of the Chief or Chief’s designee.

10. Language, Pranks, Innuendos, and Displays of Offensive Material

1. Demeaning and or offensive terms shall not be used when referring to members of the Department.

2. Language pranks, and innuendoes that interfere with an individual’s work performance or which create an intimidating, hostile, or otherwise offensive work environment shall not be used.

3. Open displays of sexually suggestive, derogatory, or degrading objects, pictures, cartoons, magazines, videotapes, films, posters, or other items shall not be allowed.

11. Sexual Objectification

1. Individuals shall not be treated as sexual objects or subjected to leering, cat calling, or suggestive gestures.

12. Physical Contact

1. Unwelcome physical contact shall not be tolerated, including assault, unwelcome touching, and impeding or blocking of movement.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b50

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