



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 925 – Professionalism in the Workplace

Office with Primary Responsibility:	COP	Effective Date:	December 11, 2023
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Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	904, 918

### **.01 INTRODUCTION**

- A. This procedure is intended to promote and maintain a healthy working environment which affords members (both sworn and civilian) the opportunity to perform their duties to the fullest potential and to provide a process for reporting, investigating, and resolving complaints of inappropriate behavior in the workplace.
- B. The reporting, investigating, and resolving complaints of inappropriate behavior made against civilian employees are handled in accordance with City Administrative Directive 4.67, *Equal Employment Opportunity/Anti-Harassment*.

### **.02 POLICY AGAINST INAPPROPRIATE BEHAVIOR**

- A. The San Antonio Police Department strictly prohibits and will not tolerate any inappropriate behavior in the workplace. Any behavior, regardless of intent or severity, that could be deemed inappropriate workplace behavior is prohibited. The Department will take direct and immediate action to prevent and correct any instances of inappropriate behavior. Behavior that could be construed as discrimination, harassment, retaliation or sexual harassment prohibited by Procedure 918 could also constitute a violation of this procedure.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Inappropriate Behavior

### **.04 PROHIBITED ACTIVITIES**

- A. Members (both sworn and civilian) shall not engage in conduct that could be construed, by reasonable and prudent standards, as inappropriate behavior in the workplace.

### **.05 MEMBERS' RESPONSIBILITIES**

- A. Members (both sworn and civilian) are responsible for assisting in the prevention and reporting of inappropriate behavior of any person by:
  1. Refraining from participating in or encouraging any actions or statements that could be perceived as inappropriate behavior, including immediately ceasing such conduct upon learning of such conduct that is offensive and/or inappropriate.
  2. Reporting acts of inappropriate behavior through proper channels; and
  3. Encouraging any member (both sworn and civilian) who confides they are being subjected to inappropriate behavior to report these acts.

### **.06 SUPERVISORY MEMBER RESPONSIBILITIES**

- A. Refraining from participation in or encouragement of actions that could be perceived as inappropriate behavior.
- B. Ensuring the workplace has an atmosphere free from inappropriate behavior.
- C. Taking immediate and appropriate remedial action whenever they observe, or are made aware of, any actions or conduct that may be interpreted as inappropriate behavior,



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- D. Immediately document any complaint or observed incident, noting the person(s) performing or participating in the potential inappropriate behavior, the dates on which it occurred, and any action taken to correct or address the behavior in question.
- E. Submit all reports of alleged inappropriate behavior by an officer, which has generated a complaint or has been observed, to the Internal Affairs Unit.
- F. For complaints made against a civilian, supervisors must follow the “*Reporting Procedures*” outlined in Administrative Directive 4.67, *Equal Employment Opportunity/Anti-Harassment*.

### **.07 REPORTING AND COMPLAINT PROCEDURE**

- A. The Department strongly urges any member who believes they have been subjected to conduct (verbal or physical) prohibited by any part of this policy or knows of any member’s conduct that could be a violation of this policy, to report the matter immediately. Members are assured there will not be any retaliation for making any report. Reports should be made as follows:
  - 1. Immediately report the alleged prohibited conduct to your immediate supervisor, unless the supervisor is a participant in the prohibited conduct.
  - 2. If the supervisor is a participant in the alleged prohibited conduct, or if for any reason you feel uncomfortable reporting the complaint to the immediate supervisor, the report should be made to the next level of supervision.
- B. After a report or complaint has been received by a supervisor, the supervisor is responsible for complying with Subsections .06C through F above, as well as for immediately taking all appropriate steps to prevent any further inappropriate behavior.
  - 1. For a complaint against a sworn member a report of prohibited conduct must be submitted to the Internal Affairs Unit after receipt of the complaint or their observance of the prohibited conduct, whichever is applicable.
  - 2. For a complaint against a civilian member the “*Reporting Procedures*” in AD 4.67 *Equal Employment Opportunity/Anti-Harassment* must be followed
- C. For a complaint against a sworn member the Internal Affairs Unit will commence the investigation upon receipt of the complaint. The investigation will also be conducted as confidentially as possible under the circumstances, consistent with the need to talk to potential witnesses and to otherwise gather information.
- D. If at any time a person believes inadequate action is being taken to resolve their complaint, that person should bring this matter to the attention of the Internal Affairs Unit or civilian Human Resources Representative (HRR). If other issues or other instances of prohibited conduct arise after the complaint the person should immediately bring these to the attention of the Internal Affairs Unit or civilian HRR.
- E. At the conclusion of the investigation, the person will be advised of the Department’s determination. If the investigation determines the evidence substantiates the complaint, the Department will promptly take additional appropriate remedial action, if necessary, and the complainant will be notified of the action to be taken by the Department. Members determined to have violated the policy will be dealt with severely and will be subject to disciplinary action up to and including termination.
- F. If a person believes the investigation or the remedial action taken was insufficient, that person should promptly advise the Internal Affairs Unit or civilian HRR and explain why the person believes it was insufficient and also advise the Internal Affairs Unit of any additional matters that should be considered and addressed.



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- G. If violations of these policies continue despite the remedial action undertaken by the Department, or if any retaliation should occur contrary to the Department's policies, the persons affected should immediately report same to the Internal Affairs Unit or civilian HRR.

### **.08 NON-RETALIATION**

The Department prohibits any retaliation against any person for making a complaint, report, charge of inappropriate behavior, for testifying, assisting, or otherwise participating in any manner in an investigation, proceeding, or hearing regarding inappropriate behavior. As noted above, the Department emphatically urges all violations of this procedure be reported immediately.

### **.09 DISCIPLINARY ACTIONS**

- A. The San Antonio Police Department considers inappropriate behavior a serious form of employee misconduct. The Department shall take direct and immediate actions to prevent such behavior and to remedy all reported instances of inappropriate behavior.
- B. Members (both sworn and civilian) who are found to have engaged in inappropriate behavior in violation of this policy will be subject to appropriate corrective action including, but not limited to, discipline such as discharge.
- C. Members (both sworn and civilian) accused of inappropriate behavior may appeal in accordance with Department procedures when they disagree with the final disposition of a complaint.