

HONOLULU POLICE DEPARTMENT

POLICY

LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

January 13, 2017

Policy Number 1.16

NONDISCRIMINATION

POLICY

The Honolulu Police Department (HPD) is committed to creating a nondiscriminatory environment where each employee and member of the public is treated with respect and fairness. The HPD will not tolerate or condone any form of discriminatory activity or behavior by its employees.

PROCEDURE

I. DEFINITION

Discrimination is defined as the disparate treatment of a person or group based on race, color, national origin, religion, sex, ancestry, gender, sexual orientation, gender expression, gender identity, age, citizenship, disability, genetic information, marital status, pregnancy, lactation in the workplace, victim status, political affiliation or belief, or any other classification protected under federal, state, or local law.

II. PARTICULARS

A. INDIVIDUAL RESPONSIBILITIES

HPD employees shall:

1. Hold themselves to the highest ethical standards and comply with all statutes, ordinances, policies, and procedures relating to discrimination;

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2. Not be discriminatory in their activities or contact with employees, prospective employees, or members of the public;
3. Maintain an environment that promotes equal employment opportunities and prohibits discriminatory practices; and
4. Be prohibited from engaging in conduct that is based upon discriminatory inferences or assumptions.

B. SUPERVISORY RESPONSIBILITIES

1. As representatives of management, supervisors shall be held to a higher standard of accountability if they engage in discriminatory behavior or are aware of any discriminatory behavior by HPD personnel and fail to take the required disciplinary action.
2. Supervisors shall ensure compliance with this policy. All actions or inactions by supervisors will be examined to ascertain the extent of their efforts to control discriminatory behavior.
3. A supervisor who is aware of actions pertaining to discriminatory conduct in another element shall notify the respective commander (division level or higher) of the involved HPD employee(s).
4. Supervisors shall take immediate action to stop on-view violations and report them to the Human Resources Division (HRD).
5. It is the responsibility of all commanding officers and supervisors to take the necessary steps, including training and appropriate disciplinary action, to ensure and maintain an environment that is free from discrimination.

III. COMPLAINT PROCEDURE

A. MEMBERS OF THE PUBLIC

1. Any member of the public who feels subjected to discrimination should make a complaint to the immediate supervisor of the alleged offender.
2. Complaints may also be reported directly to the department's Equal Employment Opportunity officer, Chief of Police, Professional Standards Office (PSO), Honolulu Police Commission, the city's Equal Opportunity (EO) officer, or other sources.
3. All complaints received by the HPD shall be immediately reported to the HRD either verbally or in writing.

B. DEPARTMENTAL EMPLOYEES

1. A departmental employee or prospective employee may make a complaint verbally or in writing to his or her immediate supervisor or the supervisor at the next higher level in the event that the immediate supervisor is the alleged offender.
2. Complaints may also be reported to the commander of the HRD, the Chief of Police, or the city's EO officer.
3. All complaints shall be investigated by the HRD.

IV. DISCIPLINARY ACTIONS

- A. HPD employees who engage in any discriminatory conduct are subject to disciplinary action up to and including termination.
- B. Failure by a supervisor to stop any discriminatory conduct may be cause for disciplinary action.

V. NONRETALIATION

- A. There shall be no retaliation against an employee, prospective employee, or member of the public who has complained of discrimination, conducted an investigation of a complaint, or acted as a witness during an investigation of a complaint. Retaliatory conduct constitutes a separate violation and shall be dealt with promptly by management.
- B. An employee who retaliates against another employee, prospective employee, or member of the public shall be disciplined in accordance with the provisions of this policy. If the employee to be disciplined is covered by a collective bargaining agreement, the disciplinary actions shall comply with that agreement.

VI. TRAINING

- A. The commander of the Training Division shall ensure that the content of this directive is incorporated into the basic recruit training curriculum, as well as provide in-service training regarding discrimination and/or related courses.
- B. HPD employees, including contract hires, volunteers, and interns, shall receive nondiscrimination training no later than 30 days from the first day of hire.
- C. Element commanders shall ensure that all in-service and roll call training is consistent with this policy.

VII. ADMINISTRATIVE REVIEW

The PSO shall conduct an annual administrative review of the HPD's policy and practices pertaining to nondiscrimination.

12-14-2018



SUSAN BALLARD
Chief of Police

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