

Title: Civil Rights and Nondiscrimination Statement
Section: Sec. 36; Subsection 1-5
Type: General Order
Issued Under Authority Of: Chief of Police
Effective Date: 11/14/2022
Distribution: All Commissioned / Non-commissioned Personnel

1. Statement:

The Pratt Police Department prohibits discrimination against its employees, applicants for employment and citizens seeking service on the basis of race, sex, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individuals income as derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department.

2. Availability and Awareness of the Civil Rights and Nondiscrimination Statement for employees and the public.

- a. Pratt Police Department makes this statement of civil rights and non-discrimination publicly available on its website.
- b. Pratt Police Department provides all employees with access to this statement of civil rights and non-discrimination, as well as provides annual training to staff regarding civil rights and discrimination.
- c. The Civil Rights Statement is posted in the Pratt Police Department office and other publicly visible locations as applicable.

3. Filing a Civil Rights/Discrimination Complaint.

- a. Employees or the public may file a complaint alleging discrimination by: filing a Civil Rights Complaint Form or; writing a letter containing all of the information requested in the form or; contacting directly the Civil Rights Officer for Pratt Police Department.
- b. Send the completed complaint form or letter to the Pratt Police Department by mail at Pratt Police Department, 303 S. Oak, Pratt, KS 67124, by fax at 620-672-6055, or by e-mail at <https://www.prattpolicedepartment.org/contact-us/>
- c. Civil Rights Officer Contact
Information **James Shelden,**
Lieutenant - IA. Phone: 620-388-7136
Email: jshelden@prattlec.org
Address: 303 South Oak. Pratt, KS 67124.
- d. Civil Rights complaints may be filed with:
Office of Justice Programs
Office for Civil Rights (OCR)
810 7th Street NW
Washington, DC 20531
<https://www.hhs.gov/ocr/complaints/index.html>.
- e. Civil Rights complaints may also be filed with:
Kansas Governor's Grants Program,
Civil Rights Liason
900 SW Jackson St.,
Landon State Office Building, Room 304
North Topeka, KS 66612
- f. Notification of filed Civil Rights Complaints may be made available with the Kansas Governor's Grants Program at kggp@ks.gov.

4. Process for Handling Discrimination Complaints

- a. Pratt Police Department will, upon receipt of a civil rights complaint, provide all details of the complaint to the Civil Rights Officer and the Chief of Police.
- b. If a Civil Rights investigation is opened by the Chief of Police and/or the Civil Rights Officer, Pratt Police Department will conduct an investigation and notify appropriate agencies (such as the FBI, KGGP, OCR) as applicable. Pratt Police Department will conduct investigations within all appropriate state and federal civil rights guidelines.
- c. Questions related to an ongoing or closed investigation will be handled by the Civil Rights Officer.
- d. Findings issued by federal or state courts or federal or state agencies will be reported to the OCR and KGGP.

5. Retaliation

- a. Pratt Police Department prohibits retaliation against any member or person who reports any Civil Rights matters or participates in an investigation.
- b. Retaliation will be addressed and may include disciplinary up to and including termination.

BY ORDER OF THE CHIEF OF POLICE



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