




City of Manassas Police Department General Duty Manual



Effective Date: 12-31-2007	GENERAL ORDER	Number: 03-13
Subject: Equal Employment Opportunity		
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Accreditation Standards: 31.2.3	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To provide a framework, guidance and overview of the City's Equal Opportunity Plan for supervisors and others in order to maintain a unified and coordinated Equal Employment Opportunity commitment within the Department.

POLICY:

In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA) and the Americans with Disabilities Act of 1990 (ADA), the Department prohibits discrimination in any aspect of employment. This includes: hiring and firing, compensation, transfer or classification of employees, transfer, promotion, layoff or recall, job advertisements, recruitment, testing, use of department facilities, training programs, fringe benefits, pay, retirement plans, disability leave and other conditions of employment. Discrimination is defined as taking an action in favor of or against a person based on the basis of race, color, religion, sex, national origin, disability or age, except where specific job requirements constitute a genuine occupational qualification necessary to properly and efficiently function on the job. Toward this end, harassment and discrimination in any form is prohibited conduct.

DISCUSSION:

It is a matter of national policy and law to provide persons with equal employment opportunity. The Civil Rights Act of 1964 as amended in 1972, and the Americans with Disabilities Act (ADA), provides the legal basis for equal employment opportunity to all without regard to race, color, religion, gender, age, national origin or handicap status.

Successful implementation of the Equal Employment Opportunity Plan (EEOP) requires the active support and commitment of all members. It is the responsibility of each member of the Department to ensure the opportunity for equal employment and to maintain a nondiscriminatory work environment.

PROCEDURE:

I. Equal Employment Opportunity Plan

- A. The City's EEOP is intended to allow for a diverse work force, and assure equal opportunities in all aspects of employment. See the EEOP contained in the City Employee Handbook.
- B. The EEOP is developed, revised and maintained by the Human Resources Manager, and adopted by the City Council.
- C. All Department members have access to the EEOP contained within the City Employee handbook.
- D. Personnel involved in the recruitment / selection process receive appropriate training in the issues and policies related to equal employment opportunity.
- E. The EEOP is reviewed annually by the Human Resources Manager, and updated as needed, and is considered the source document for matters dealing with these issues.
- F. Employment Discrimination and Discriminatory Practices
 1. Discrimination by a member against any other member or applicant for employment in any aspect of employment on the basis of race, color, religion, sex, national origin, disability or age is prohibited.

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- a. Any member who is aware of or has been a victim of such discrimination should immediately report any violations to his supervisor, to the Chief of Police or the Human Resources Manager, preferably in writing.
 - b. Any applicant wishing to make a complaint should be directed to the Human Resources Manager.
- 2. Harassment by a member against any other member on the basis of race, color, religion, sex, national origin, disability or age is a discriminatory practice and as such is prohibited.
- 3. Retaliation against an individual for filing a charge of discrimination, participating in an investigation or opposing discriminatory practices is a discriminatory practice and as such is prohibited.
- 4. Employment decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals of a certain sex, race, religion or ethnic group, or individuals with disabilities is a discriminatory practice and as such is prohibited.
- 5. Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability is a discriminatory practice and as such is prohibited.
- 6. Sexual harassment of employees in the workplace is a discriminatory practice and as such is prohibited. See the City Employee Handbook for a definition of sexual harassment and the appropriate complaint procedure to follow.
 - a. Any member who is aware of or has been a victim of any of the above discriminatory practices should immediately report any violations to his supervisor, to the Chief of Police or the Human Resources Manager, preferably in writing.
 - b. Because a complaint of this nature may involve the employee's supervisor, the member who is the object of the complaint may go directly to the Human Resources Manager or City Manager designated employee selected to hear such complaints without first going to his/her supervisor.
- G. The City's EEOP is contained within the City Employee Handbook and contains information on:
 - 1. Harassment issues.
 - 2. ADA accommodation issues.
 - 3. EEO definitions.
 - 4. EEO anti-discrimination laws.
 - 5. Plan dissemination and implementation.
 - 6. EEO complaint procedures.
 - 7. Responsibilities for implementation.
 - 8. EEOP objectives.
 - 9. Employee compensation.
 - 10. Employment policies and procedures.

Attachments: N/A

Index as: Equal Employment Opportunities.
Americans with Disabilities.

References: N/A