

NEW CANAAN POLICE DEPARTMENT

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

GENERAL ORDER NUMBER: 92-1-98

FILE: PERS 4

PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this general order is to provide the New Canaan Police Department with an Equal Employment Opportunity (EEO) Plan, thereby assuring equal opportunities for employment and employment conditions.

It is, and shall be the continuing policy of the police department that all qualified persons are entitled to equal employment opportunity regardless of race, creed, color, sex, age, sexual orientation, national origin, or religion; nor shall any otherwise qualified individual be denied employment solely by reason of handicap. This policy shall govern all aspects of the employment relationship including, but not limited to, recruiting, hiring, training, benefit administration, promotion, transfer and working conditions.

II RESPONSIBILITY

All department employees have a responsibility to promote and support the EEO Plan. Employees must be cognizant that only through their continued efforts is an atmosphere which is conducive to greater minority and female representation possible. Supervisors and command staff have the added responsibility of ensuring that all activities and decisions made within the scope of their authority are in accordance with the letter and spirits of the EEO Plan.

III PROCEDURES (ADMINISTRATION & OBJECTIVES)

A The Chief of Police or designee, shall provide policy direction and assume overall responsibility for the police department's EEO Plan. Responsibilities associated with the EEO Plan include;

1. Administration of the EEO Plan and recommending such changes as may be necessary.
2. Provides for the dissemination of the EEO Plan and informing supervisory and command staff of any developments in areas involving equal employment opportunity.
3. Ensure that adequate training and information is provided to all employees concerning the EEO Plan.
4. Review annual recruitment, testing and selection reports in order to insure that all artificial barriers in the hiring of women and minorities, if any, are eliminated.

- B** The police department recognizes the desirability of increasing the representation, distribution and utilization of qualified members of females and protected classes, (ie: minorities, handicapped individuals etc.).
- 1.** As a result, the following objectives have been established;
 - a. To encourage the movement of more qualified individuals from protected classes into higher-level positions.
 - b. Attempt to keep the overall department work force proportionally in line with the make-up of protected classes in the community and to monitor and evaluate it on a periodic basis.
 - 2.** These objectives are primarily realized through the accomplishment of specific EEO actions (Re: Sections IV-VII of this general order) in the areas of;
 - a. Recruitment
 - b. Testing and Selection
 - c. Promotion
 - d. Transfer
 - e. Training
 - f. Other employment policies and procedures
 - 3.** Actions outside the areas of recruitment, testing, selection, promotion, transfer and training can significantly impact the effectiveness of the police department EEO Plan. Therefore, the following objectives have been established to address additional employee-related practices and procedures.
 - a. Ensure employee familiarity with and accessibility to the grievance procedures as a system for immediate and impartial review of complaints of discrimination.
 - b. Review and monitor the performance evaluation system to determine it's objectivity and effectiveness.
 - c. When feasible, conduct exit interviews with all terminating employees to help identify the reasons for, and solution to, any turnover problems, and to identify if discrimination was a factor in their decision to leave the police department.

IV PROCEDURES (RECRUITMENT)

- A** The police department is continuously expanding its recruitment efforts in order to attract the best qualified applicants from all groups within the labor force, particularly those within protected classes. It recognizes that recruitment is the first and one of the most crucial links in the chain of events leading to employment, and accordingly ensures that all applicants receive the following.

1. A friendly and courteous reception;
2. A clear and simple explanation of job openings and the application process.
3. Professional and objective evaluation of their job application.
4. Notification to applicants of their status, regarding the position applied for, at selected steps within the recruitment process.

B Additionally, the police department will take the following steps in order to achieve a balanced recruitment program;

1. Ensure that recruitment literature (ie: posters, advertisements, job announcement, etc.) include the phrase "Equal Opportunity Employer."
2. Review the employment application periodically to ensure that all requests for information are appropriate.
3. Encourage departmental personnel to refer minorities and females to enter into the recruitment process.

V PROCEDURES (TESTING & SELECTION)

A All competitive tests used by the police department are designed to measure abilities, aptitudes, and skills required for acceptable job performance. These tests are, however, only one component of the overall selection process which has been designed to identify the best, most qualified candidates for each job vacancy. Despite the fact that this police department attempts to achieve the ideal selection process, problems may arise, and for that reason the selection process is subject to constant review to assure that job requirements, hiring standards and methods of testing and selection do not produce adverse effects, but instead contribute to the department's goals of objective selection and equal employment opportunity.

1. Specific objectives, developed to ensure that these ends are met in both the testing and selection process include;
 - a. Conduct reviews of job descriptions to ensure that the requirements for each job are not discriminatory.
 - b. Provide uniform, objective treatment in the testing process.
 - c. Prior to the posting of job announcements, ensuring that job descriptions conform to actual job functions and necessary minimum qualifications.
 - d. Review selection elements and procedures (ie: interviews, background checks, etc.) to ensure the standardization of information required and the uniform application of procedures for all persons involved in the recruitment process.

VI PROCEDURES (TRAINING)

- A** The police department clearly demonstrates through its practices that equal employment opportunities are available on the basis of merit, and encourages all employees to strive for advancement on this basis.

In order to assist employees within the police department to move from lower to higher level or more specialized positions, the following objectives have been established to help promote equal opportunity in training activities and procedures.

1. Identify both broad departmental needs and individual employee training and career development needs and develop or identify training programs to respond to those needs.
2. Inform employees at all levels of training opportunities by means of memorandums, and bulletin board announcements as feasible.
3. Provide on-the-job training to assist employees in meeting the full requirements of their job, and to provide career growth at all levels of employment.
4. Encourage employees to further their education and promotional potential through available tuition assistance programs by ensuring eligible employees are aware of the program.

VII PROCEDURES (PROMOTIONS & TRANSFERS)

- A** Promotions and transfers constitute an important facet of employee career development. The police department, as in all personnel actions, strives to promote and transfer employees on the basis of skills, abilities and merit. Objectives designed to further equal opportunity in promotion and transfer situations include;

1. Counsel employees, upon request, to help identify promotional opportunities and training needs in order to meet the qualifications for higher level positions.
2. Publicize promotional and selected transfer opportunities, including when feasible, minimum qualifications needed, and encourage all qualified employees to apply.
3. Review qualification requirements used by the police department to assure they are not unrealistically high in terms of functions performed and that they do not screen out lower level employees capable of performing the real functions involved in the position.

VIII DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

IX **EFFECTIVE DATE**

This general order approved by the Police Commission on
June 17, 1992, and is effective July 1, 1992.
Revised July 2000

Per Order

Edward J. Nadriczny
Chief of Police