

<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Equal Employment Opportunity</b>		<b>AOM: P-212</b>
Massachusetts Police Accreditation Standards Referenced: [31.2.3]		Issuing Authority <hr/> Jody Kasper Chief of Police
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**I. Introductory Discussion**

It is a matter of national policy and law to provide citizens with equal employment opportunity. The Civil Rights Act of 1964, as well as the Americans with Disabilities Act, provides the legal basis for equal employment opportunity to all without regard to race, color, religion, sex, age, national origin or handicap status. It is the policy of the Northampton Police Department to treat each person with the respect, dignity, and integrity due them as an individual and to utilize fair employment practices in all phases of the employer-employee relationship.

The Northampton Police Department prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration for reason of political or religious opinions or affiliations, or because of race, color, national origin, sexual orientation, age, or physical disability (except where specific abilities are necessary to perform the essential functions of the position).

The intent of this Chapter is to:

1. Provide a broad plan around which the above policy goals will be achieved.

2. Provide a framework and guidance for supervisory and other personnel so as to maintain a unified and coordinated Equal Employment Opportunity effort within the Department.

## II. Components of the Equal Employment Opportunity Plan

[31.2.3]

- A. The components of the Northampton Police Department's Equal Employment Opportunity Plan include the following key features designed to assure equal opportunities for employment and employment conditions for women and other protected groups.

1. Establishment of Policy

This directive shall serve as a clear and unequivocal policy establishing the Northampton Police Department as an Equal Opportunity Employer and shall establish related policies in reference to affirmative action and recruitment, as well as sexual harassment.

2. Identify Practice and Procedure

The Chief of Police shall ensure that written directives identifying practices and procedures relative to recruitment, selection, equal employment opportunity, affirmative action, and sexual harassment are prepared and made available to all personnel.

3. Monitor the Workforce Composition

- a. The Department will regularly monitor the composition of its workforce as it compares to the percentage of minorities and other protected groups in the general population of Hampshire County. If it is determined that a disparity exists between the representations of minorities or women in the workforce as it compares to their representation in the service population area, an appropriate plan shall be developed.
- b. The department shall devise a plan to include more minorities and women in the eligibility pool. An example of such a plan could include:
  - 1) Advertising applications for the testing process at decentralized, easily accessible locations.
  - 2) Actively recruiting in areas heavily populated with minorities, such as specified housing projects, etc. around the time of an entrance examination.
  - 3) Conducting of informational seminars on the application/examination process, as well as employment opportunities within this police department.

4. Provide Ongoing Review and Updating of Plan.

There shall be on-going review and reporting of all equal employment, and recruitment practices and procedures as provided for in department policy.

### **III. Equal Employment Opportunity/Anti-Discrimination Policy**

No member of the Northampton Police Department shall discriminate against any other employee or applicant for employment to the Department on the basis of race, color, religion, sex, sexual orientation, age, national origin, or handicap status (except where specific abilities are necessary to perform the essential functions of the position).

1. Any employee who is aware of or who has been a victim of such discrimination shall immediately report any violations to their immediate supervisor in writing or to the Chief of Police.
2. Applicants for employment may file complaints of discrimination by the Department with the Captain of Operations or directly to the Chief of Police.