

**East Point Police Department
Policy Manual Written Directive System**

Effective Date: 01/30/2009



Command Memorandum

**EPPD.CM.2009-01
Equal Employment Opportunity
Plan**

Applicable To: All Sworn Personnel

Approval Authority: Leander J. Robinson, Chief of Police

Signature: *Leander J. Robinson* **Date Signed:** *1-28-09*

Purpose:

It is the policy of the East Point Police Department to provide fair and equal employment opportunities to all qualified persons, including applicants for employment; and employees without regard to race, sex, age, national origin, religion, sexual orientation, veteran status, political affiliation, or physical disability (except where physical requirements constitute a bona fide occupational qualification). This policy relates to all phases of employment in all positions including but not limited to recruitment, employment, placement, upgrading, demotion, transfer, layoff, recall, termination, compensation and benefits, training, use of facilities, and participation in City-sponsored activities.

Actions:

1. The East Point Police Department policy of equal opportunity shall be periodically brought to the attention of all employees and shall be administered with a positive attitude.
2. It is the responsibility of each employee to ensure implementation of this policy to avoid any discrimination in employment.
3. An applicant log and flow records which shows, at a minimum, the date of application, name of applicant, race, sex, position applied for, and disposition will be maintained by the Recruiting Officer.
4. At least annually, a review shall be conducted of the hiring practices, policies and procedures of the Police Department relevant to their effective impact on the Equal Employment Opportunity statement. Such review shall be the responsibility of the Support Services Commander.
5. Upon completion, the results of such review shall be analyzed and recommendations made to resolve any artificial barriers to employment. Such recommendations shall be forwarded to the Chief of Police. The Chief of Police is responsible for the approval and implementation of such recommendations.

6. Equal Employment Opportunity ("EEO") complaints may be filed directly with the City Human Resources ("HR") Department.
7. Reference to the Police Department's EEO statement shall be placed in the recruiting brochures, employment applications, and employment advertising.
8. With the approval of the Human Resources Director, the Department will advertise all job openings and other employment opportunities through at least two (2) widely distributed sources.