

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

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|  |                        |                        | ORDER NO:<br>31-01 |
| SUBJECT:<br>Equal Employment Opportunity/Recruitment/Selection/Promotion                         |                        |                        |                    |
| EFFECTIVE DATE:<br><br>October 25, 1994  | DISTRIBUTION:<br><br>A | REVIEWED:<br>REVISIED: | Annual             |
| REQUIREMENTS: Periodic evaluation of the progress towards objectives. Annual review of the plan. |                        |                        |                    |
| ISSUED BY:<br>Chief Joseph A. Platzer  |                        | FORMS:<br>None         |                    |

## I. PURPOSE

The purpose of this order is to establish a policy statement on affirmative action and equal employment opportunities as it relates to recruitment, selection and promotion. This policy reaffirms the Department's and the City's continuing commitment to the principles of equal employment opportunity. It intends to increase effectiveness by setting policy to guide the action to be taken by the Department, the City, and its employees concerning equal employment opportunities. It mandates systems of implementation, self-monitoring, and measurement of achievement in accordance with a comprehensive affirmative action program.

## II. POLICY

The Port Huron Police Department establishes the following policy:

- A. The Port Huron Police Department, in conjunction with the City of Port Huron policy, undertakes to comply fully with all applicable federal, state, and local laws relating to equal employment opportunity, affirmative action, and non-discrimination in public service and law enforcement. The Port Huron Police Department's policy on equal employment opportunity specifically addresses the obligations of the Department under the following laws and regulations:

Title VI and Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Equal Pay Act of 1963; the Rehabilitation Act of 1973; with special attention to Section 503 and 504; Michigan Public Laws Handicapper Civil Rights Act; The Elliot-Larson Civil Rights Act of the State of Michigan, and Title IX Chapter 112 on Nondiscrimination; the Americans with Disabilities Act of 1990, as amended.

- B. These laws relate specifically to employment in certain situations. Therefore, they mean that the Port Huron Police Department and the City of Port Huron will not discriminate against any employee or applicant for employment based on race, color, national origin, creed, sex, sexual orientation, gender identification, age, religion, handicap, veteran status, marital status, height, weight, political beliefs or any other factor that may not lawfully be used as the basis of an employment decision. Further, the Port Huron Police Department, through its employment practices and procedures, recruits and employs qualified personnel for all of its positions and renders all personnel decisions with regard to compensation, benefits, transfers, layoffs, return from layoff, training, educational assistance, and leaves of absence, or other special employee programs in a non-discriminatory manner, without regard to race, color, national origin, creed, sex, age, religion, handicap, veteran status, marital status, height, weight, sexual orientation, gender identification, political beliefs or any other inappropriate factor which cannot lawfully be used as the basis of an employment decision.
- C. In order to ensure equality of opportunity for employment of minorities and other protected classes, it shall be the policy of the Port Huron Police Department, in conjunction with the City of Port Huron, to develop special procedures, as required, to support efforts to recruit, hire, and promote qualified personnel into all job levels with the Department. In this regard, the Port Huron Police Department will develop and maintain an affirmative action program to ensure this commitment. The plan will establish guidelines to implementation, self-monitoring and measurements of achievement.

### III. DISSEMINATION OF POLICY

- A. Internal
  - 1. It is intended that information about the Port Huron Police Department's non-discrimination policy and its Equal Employment Opportunity and Recruitment plan be communicated periodically to all employees.
  - 2. In order to ensure awareness, understanding, support, and effective implementation, the subject of equal employment opportunity and the Port Huron Police Department's commitment to the idea have high priority. Policies will be discussed at appropriate management and supervisory meetings and during employee orientation programs for new employees.
  - 3. Copies of this policy are sent to each union representing Port Huron Police Department employees.
- B. External
  - 1. Community organizations, news media, secondary schools, colleges, and all recruiting sources will continue to be informed in writing about the Port

Huron Police Department's non-discrimination policy and Affirmative Action Plan.

2. Port Huron Police Department publications relating to employment shall include articles covering the Port Huron Police Department's affirmative action program, including progress reports and employment data on minorities and women.

When possible, photographs used in publications will depict minority groups and women in active police roles.

3. All Port Huron Police Department publications relating to employment and advertisements for employment opportunities shall include the phrase "An Equal Opportunity Employer."
4. Recruitment assistance, referrals, and advice are sought from community organizations and key leaders.

#### IV. RECRUITMENT

The recruitment of all personnel is an important task. It is the policy of the Port Huron Police Department to comply with federal laws, state laws, and local ordinances in the recruitment and hiring of personnel. City personnel rules and regulations will be followed. The recruitment and hiring procedure will be conducted in a fair and efficient manner.

##### A. Administration

1. The Chief of Police or designee is assigned the responsibility of overseeing the recruitment program for the Police Department.
2. The Chief of Police or designee will maintain a close working relationship with the City Human Resource Director and ensure coordination of all recruitment activities.
3. The Chief of Police or designee will select personnel to participate in the recruitment program and provide the required training, along with an up-to-date recruiting manual.
  - a. When practical, minority and female officers will be among those officers assigned to participate in the recruitment process.
  - b. All personnel selected to actively participate in the recruiting process will be familiarized with the following areas.
    - 1) The Equal Opportunity Employment Act of 1969.
    - 2) The current Department and City of Port Huron affirmative

action program and Recruitment Plan.

- 3) Current career opportunities, salaries and benefits for all personnel.
- 4) Aspects of the recruiting, selection and training process.
4. Through internal publication of openings within the Department, the Port Huron Police Department encourages all of its members to participate in the recruiting process. All personnel are encouraged to become involved in seeking out qualified personnel to apply.
5. The Port Huron Police Department will maintain and follow the current Department and City Affirmative Action/Equal Employment Opportunity plan.

B. Advertising and Publicity - Sworn

1. Media releases and job announcements will be disseminated at least ten (10) days prior to the start of a new police officer selection period. Those to receive such information shall include, but not be limited to:
  - a. Area newspapers.
  - b. Educational institutions.
  - c. Community service organizations and key leaders.
  - d. Publications aimed at minorities and other protected groups.
  - e. Online sources.
2. Job announcements will describe duties, responsibilities, requisite skills, educational and physical requirements.
3. All recruitment materials and employment applications will state that the City of Port Huron is an Equal Opportunity Employer.
4. Port Huron Police Department Recruiters will be sent to local educational institutions and community organization career day seminars.

C. Advertising and Publicity – Non-sworn

1. Media releases and job announcements will be disseminated at least ten (10) days prior to the start of a new non-sworn selection period. Those to receive such information shall include, but not be limited to:
  - a. Area newspapers.

- b. Educational institutions.
  - c. Community service organizations and key leaders.
  - d. Publications aimed at minorities and other protected groups.
  - e. Online sources.
2. Job announcements will describe duties, responsibilities, and requisite skills, educational and physical requirements.
  3. All recruitment materials and employment applications will state that the City of Port Huron is an Equal Opportunity Employer.

D. Application Process

1. During the selection period, when the Human Resource Director receives a letter or telephone call requesting information on the career opportunities of the Port Huron Police Department, the individual will be sent an application packet.
2. The Chief of Police or designee will maintain contact with applicants, as may be necessary, to keep them informed on the status of their applications. All contacts made with applicants after the initial application filing will be logged and kept with in applicant's file.
3. Applications will not be rejected because of omissions or deficiencies that can reasonably be corrected prior to the actual beginning of the hiring process, unless there is evidence that the omissions or deficiencies were made intentionally to mislead the Port Huron Police Department.

II. REPORTS

A. The Chief of Police or designee will produce the following reports:

1. An annual report reviewing in detail the Recruitment Plan and good faith efforts undertaken in the preceding year to achieve designated goals in each year that hiring was done. The report will include:
  - a. Analysis of hiring of minorities and women.
  - b. An evaluation of recruitment and recruitment sources for minorities and women.
  - c. Identification of problem areas peculiar to a unit with specific recommendations for overcoming problems.

- d. Revisions to the plan, as needed.

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