

# **PALM BEACH GARDENS POLICE DEPARTMENT**

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

### **POLICY AND PROCEDURE 4.1.7.1**

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| <b>Effective Date :</b><br>10/01/2004 | <b>Accreditation Standards:</b><br>CALEA 31.2.3<br>CFA 12.01, 12.03 | <b>Review Date:</b><br>10/01/2014 |
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- 1. Procedures to Ensure Equal Employment Opportunity**
- 2. Filing Complaints**
- 3. Retaliation**

**PURPOSE:** To ensure equal opportunities for employment and employment conditions for all persons.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Administrative/Investigations Division Assistant Chief

**POLICY:** This Department shall comply with both the letter and the spirit of the City Council's resolution to ensure equal employment opportunity for all persons and with the City's Equal Opportunity/Affirmative Action Policy Statement. It shall be the policy of this Department that all individuals will be given equal opportunity for employment, and that all appointments, hiring, transfers, terminations, promotions and other terms and conditions of employment shall be made on the basis of merit, which shall include, but not be limited to, an applicant or employee's knowledge, skill, training and education, without regard to an applicant or employee's race, color, national origin, gender, religion, age, or disability.

## **PROCEDURES**

### **1. PROCEDURES TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY**

- a. The Department will ensure that all printed job announcements and recruiting materials specify that the City is an Equal Opportunity Employer.
- b. The Department will comply with the provisions of Policy and Procedure 4.1.8 - Recruiting Process and Plan in seeking and encouraging applications from diverse populations.
- c. The Department will use only valid job related criteria in decisions regarding all personnel action, including recruitment, selection, training, assignment, performance evaluation, transfer, career development, promotion, compensation, benefits, and disciplinary action.
- d. Members who violate this EEO policy may be subject to disciplinary action.

### **2. REPORTING VIOLATIONS**

- a. Whenever any member of the department has cause to believe there has been a violation of this policy, the member shall report the suspected violation(s) in writing to the Chief of Police with a copy provided to the Director of Human Resources. The written report should include identification of each incident which is alleged to be in violation of this policy, the facts and circumstances that cause the employee to believe there have been a violation, and any available documentation.
- b. The Chief of Police and Director of Human Resources shall investigate, or cause to be investigated, the allegations in order to determine whether there has been a violation.
- c. If the investigation determines there has been a violation, the City will take action to correct the violation as appropriate, depending on the facts and circumstances of each incident.

- d. If the investigation determines there has not been a violation, the City may still take actions such as educational programs, training, or procedural changes in order to reduce future misperceptions of improper behavior.

### 3. RETALIATION

- a. Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

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#### INDEX AS:

- EQUAL EMPLOYMENT OPPORTUNITY
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#### RESPONSIBILITY INDEX

- CHIEF OF POLICE
- MAJORS
- HUMAN RESOURCES DIRECTOR

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#### APPROVED:



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Stephen J. Stepp  
Chief of Police

09/17/2004

Date