

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: EQUAL EMPLOYMENT OPPORTUNITY PLAN

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I. Purpose

To provide for equal opportunity for all police employees and applicants and to ensure that individuals have the opportunity to bring alleged acts of discrimination to the attention of the police department and the City of Covington for investigation and resolution.

II. Statement of Policy

It shall be the policy of the Covington Police Department to provide equal employment opportunities to all employees and applicants for employment in all aspects of personnel administration. No person shall be discriminated against in employment because of race, sex, creed, national origin, age, handicap or disability in accordance with all applicable federal, state and local laws.

- A. The Chief of Police shall base employment and promotional decisions on the principals of equal opportunity with the intent to further the department's commitment.
- B. The Recruitment Officer shall make every effort to ensure that qualified minorities and females are introduced into the workforce and that these employees are encouraged to aspire for promotion and are considered as promotional opportunities arise.

III. Dissemination of Policy

- A. The City of Covington shall advertise as an equal opportunity employer on all job announcements and recruitment advertisements. The Equal Employment Opportunity (EEO) policy is contained in Personnel Policy #201.
- B. The Chief of Police is responsible for acquainting all department employees with the EEO policy, its intent and individual responsibility for effective implementation. All supervisors and newly appointed supervisors will receive training in equal employment opportunity and affirmative action.
- C. All community resources involved in the recruitment efforts are informed annually, in writing and verbally, concerning the police department's EEO policy and requested to recruit and refer minorities and women for available openings.

- D. Through the use of mail outs and media, minority and female organizations, community agencies and colleges having a high representation of minorities and females, etc. are kept aware of the EEO policy.
- E. Whenever employees are pictured in public relations or help wanted advertising, minority and non- minority males and females will be shown.

IV. Responsibilities

- A. The execution of the Equal Employment Plan will be as follows.
- B. Overall responsibility for equal opportunity planning is vested in the Chief of Police. The Chief shall be responsible for the application of the EEO policy to include initiating or supporting programs and practices designed to develop understanding, acceptance, commitment and compliance within the framework of the Department's EEO policy. Specifically, the Chief is responsible for:
 - 1. Ensuring those individuals in the department whom make or recommend employment and other personnel decisions are fully aware of and comply with this policy.
 - 2. Appointing a Recruitment Officer for the department.
 - 3. Taking steps to encourage application from qualified individuals for available job openings.
 - 4. Ensuring that employment and other opportunities at all levels within the department are made in a non- discriminatory fashion.
 - 5. Removing any real or perceived barriers in an effort to attain the EEO goals and the objectives.
 - 6. Discussing regularly with supervisors and employees the department's EEO and minority recruitment effort to ensure policies are followed.
 - 7. Reviewing qualifications of departmental employees to ensure minorities and women are given full opportunities for promotion and transfer.
- C. The Recruitment Officer has the responsibility for monitoring the overall EEO plan. Responsibilities include:
 - 1. Assisting in development of the minority officer recruitment efforts.
 - 2. Assisting in identifying problem areas and arriving at solutions.
 - 3. Serving as liaison between the police department and minority, women, and community action organizations.
 - 4. Keeping management informed of the latest EEO development.
 - 5. Preparing a quarterly report on the status of the EEO plan and the minority officer recruitment efforts.
 - 6. Maintaining records and summaries for compliance.

- D. The Personnel Director for the City of Covington shall:
1. Provide advice and counsel regarding the EEO policy.
 2. Recommend policy or policy changes to the Chief of Police.
 3. Search out and evaluate new concepts and approaches in the field of EEO.
 4. Work with the Chief of Police and the Recruitment Officer in evaluating the effectiveness of the EEO program and recommend changes as necessary.
 5. Develop guides, criteria, measurement, and communications for all departments.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police