



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject EQUAL EMPLOYMENT OPPORTUNITY	Number 3-13
Effective Date September 28, 2015	Rescinds General Order 3-13, dated 03-06-08
Accreditation Standards Fifth Edition 31.2.1, 31.2.2, 31.2.3	Authority Colonel Carl R. Pardiny Chief of Police

PURPOSE:

To provide a framework, guidance and overview of the Department's Equal Employment Opportunity Plan for supervisors and others to maintain a unified and coordinated Equal Employment Opportunity effort within the Department.

POLICY:

It is the policy of the City of Fairfax Police Department to prohibit discrimination against any person in recruitment, examination, selection, training, promotion, retention, discipline or any other aspect of personnel administration for reason of political or religious opinions or affiliations, because of race, color, sex, sexual orientation, national origin, physical disability or age, except where specific job requirements constitute a bonafide occupational qualification necessary to properly and efficiently function on the job. Towards this end sexual harassment and racial discrimination in any form is prohibited conduct.

DISCUSSION:

It is a matter of national policy and law to provide persons with equal employment opportunity. The Civil Rights Act of 1964 as amended in 1972 and the Americans with Disabilities Act {ADA}, provides the legal basis for equal employment opportunity to all without regard to race, color, religion, sex, sexual orientation, age, national origin or handicap status.

Successful implementation of the Equal Employment Opportunity Plan requires the active support and commitment of all members. It is the responsibility of each member of the City of Fairfax Police Department to ensure the opportunity for equal employment and to maintain a nondiscriminatory work environment.

PROCEDURE:

I. EQUAL EMPLOYMENT OPPORTUNITY PLAN

- A. The City of Fairfax Police Department's Equal Employment Opportunity Plan (EEO) Plan is intended to allow for a diverse work force and assure equal opportunities for employment and employment conditions.
- B. A copy of the EEO plan is kept posted on the permanent bulletin board located in the roll call area. Additional copies are available in the Office of the Chief of Police.
- C. Supervisors and other personnel involved in the recruitment/selection process receive appropriate training in the issues and policies related to equal employment.
- D. The EEO Plan is reviewed annually by the Deputy Chief of Police, updated as necessary and considered the source document for matters dealing with these issues.
- E. Complaint Resolution:

1. No member of the City of Fairfax Police Department may discriminate against any other member or applicant for employment on the basis of race, color, religion, sex, age, national origin or ADA covered disability, (except where specific requirements constitute a bonafide occupational qualification necessary to properly and efficiently function on the job).
2. Any member who is aware of or has been a victim of such discrimination should immediately report any violations to their supervisor, Chief of Police or Personnel Director, preferably in writing.
3. For specific procedures see the EEO Plan.

F. The Department's EEO Plan contains information on:

1. The Department's policy concerning EEO matters.
2. Sexual harassment issues.
3. ADA accommodation issues.
4. Plan dissemination and implementation.
5. EEO complaint procedures.
6. Responsibilities for implementation and review.
7. EEO Plan objectives.
8. Equal Opportunity Policies and Procedures.
9. Employee compensation.
10. EEO issue training.

II. REPORTING AND REVIEW

- A. After applicant processing the Criminal Investigations Division Captain submits a Recruitment Progress Report to the Deputy Chief of Police that includes an assessment of the progress relative to Equal Employment.
- B. The above report, a review of the department's workforce composition and available statistical information concerning the City's available workforce demographics are used by the Deputy Chief of Police during the annual review of the EEO Plan. Recommended changes to the plan are forwarded to the Chief of Police.

Colonel Carl R. Pardiny/ Chief of Police

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