



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **EQUAL EMPLOYMENT OPPORTUNITY**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### I. POLICY

The Cottage City Police Department will maintain a workplace that promotes equal employment opportunities, respects employees as individuals, and fosters teamwork and mutual trust.

In accordance with the City policy concerning equal employment opportunities which is outlined in Section 3 of the Employee Manual, the Department will ensure that all personnel actions will be based on merit and ability without regard to a person's race, color, sex, age, religion, national origin, marital status, or handicap in practices involving recruitment, selection, training, transfers and other terms and conditions of employment.

#### II. DEPARTMENT E.E.O. PLAN

##### Plan's Purpose and Provisions

- A. The purpose for the Department's E.E.O. Plan is to ensure fairness and equality in all aspects pertaining to personnel matters, and to ensure compliance with applicable provisions of the American with Disabilities Act and the Civil Rights Act.
- B. The Department will not support, nor will it condone, any action designed to intimidate, retaliate, harass, or discriminate against an employee who has exercised protective rights in opposing any practice made unlawful under the Civil Rights Act, or has participated in any manner in any Civil Rights investigation, proceeding, hearing, or lawsuit.

- C. Sexual harassment by a Department member is prohibited will not be tolerated, and allegations of such conduct will be taken seriously by Department management. See General Order 4-25.
- D. The Department will advertise itself on all employment applications, recruitment literature, and job vacancy announcements as an equal opportunity employer.
- E. To ensure compliance with applicable provisions of the American with Disabilities Act, the Department will ensure that qualified applicants with a disability are not discriminated against.
  - A "qualified applicant with a disability" is one who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, can perform the essential job functions of the position.
- F. The Department will ensure that it complies with applicable provisions of Title II of the A.D.A., which prohibits a local government from discriminating against a qualified applicant with a disability in regard to recruitment, advertising, and job application procedures. (56 Federal Register 35736, Section 1630.4)
- G. The Department will take steps to ensure that communications with applicants with disabilities are as effective as communications with others.
- H. The Department's job vacancy announcements will not use qualification standards that screen out or tend to screen out an individual with a disability or class or individuals with disabilities, on the basis of disability.
- I. The Department will ensure that any interviews that are administered as part of the recruitment and selection, and promotional processes are conducted in easily accessible locations.
- J. Employee complaints alleging discrimination should be handled pursuant to the provisions of the Department's grievance procedures.