

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.3.2</b>	
Subject:		Distribution:
<b>Equal Employment Opportunity Plan</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>General Order: 98-29</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to ensure full and equal participation for all persons regardless of race or national origin in the work force of the Lower Merion Township Police Department.

## **POLICY**

The Township is an equal opportunity employer. It is the policy of the Township, and the Civil Service Commission, to provide equal opportunities regarding hiring, promotion and all other aspects of employment to qualified persons. Neither the Township nor the Commission shall discriminate based upon race, religion, color, national origin, gender, age, veteran's status, or non job-related physical or mental handicap or disability or any other unlawful reason. The Township and the Commission will provide equal opportunities in employment and promotion.

## **PROCEDURE**

- A.** In order to ensure that equal opportunities are provided to all qualified persons, the Lower Merion Township Police Department affirms that it shall:
1. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, sex, age, national origin or any other unlawful reason.
  2. Ensure that all promotional decisions are made in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
  3. Ensure that all actions such as those relating to compensation, benefits, transfers, layoffs, return from layoffs, training opportunities, education, and tuition

assistance will be administered without regard to race, color, religion, sex, age, national origin or any other unlawful reason.

4. Advise all new employees of the equal employment opportunity policy as part of their processing and orientation.
  5. Post in a conspicuous location, the equal employment opportunity policy and other documents.
  6. Provide a means for applicant and employee complaints to be filed and addressed with regard to equal employment opportunity.
- B.** In order to meet this goal, the Lower Merion Township Police Department shall implement the following with regard to openings for the position of Probationary Police Officer:
1. Notice of openings will be posted on the Employee Information Bulletin Boards.
  2. Notices of openings will be distributed to local churches that service the minority population.
  3. The local chapter of the NAACP will receive notices of employment openings.
  4. The department will encourage minority students to enter into law enforcement positions by actively taking part in minority job fairs at local high schools and colleges.
  5. Announcements of openings will be sent to the local employment office as well as local universities.
  6. Advertise openings for probationary police officer positions in local newspapers and other electronic media that serve the minority population.
  7. For entry level testing, only testing instruments which show no bias against any population shall be used.
- C.** When promotional opportunities become available, the department shall:
1. Notify all eligible employees as stated in the Civil Service Rules and Regulations.
  2. Use only testing instruments which show no bias against any population.
  3. Provide equal access to all training opportunities to all members of the department.

**RESPONSIBILITY**

- A.** It shall be the responsibility of the Staff and Inspections Unit to ensure that all aspects of this policy are implemented.
- B.** It is the responsibility of all department employees to ensure compliance with this policy.

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