

EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

STANDARD NO(S):

NYSSA # 1
NYSLEAP# 11.1
NYSSA CS# 1

DATE:

July 20, 2009
REVIEWED: 03/15/2017

REFER TO:

W. Timothy Luce

I. OBJECTIVE:

To provide guidelines for the implementation of affirmative action to ensure equal opportunity for all qualified individuals in personnel and employment practices.

II. POLICY:

It shall be the policy of the Seneca County Sheriff's Office to seek out and employ qualified minorities in approximate proportion to their numbers within our service area. In addition, a particular effort will be made to attract qualified females, a protected class, for employment, and further to treat all persons with respect and dignity, affording them equal opportunity for assignment, professional development and advancement.

III. DETAILS:

A. Affirmative action goals and objectives –

1. Goals:

- a. To encourage minorities and women to apply for positions within SCSO and to assist them in attaining supervisory status as soon as time-in-rank permits. Other incentives will be explored in order to promote retention of female and minority members.
- b. To hire Deputy Sheriff's and Correction Officers during the calendar year to fill any vacancies that may be created through attrition, as authorized by the Seneca County Board of Supervisors and its' appropriate committees.
- c. Attention to affirmative action hiring will not be limited to sworn personnel; rather, it will encompass all members and divisions of the SCSO.

2. Objectives:

- a. Due to the small number of minority applicants in Seneca County, the Personnel Office will be encouraged to provide certified lists that will include out-of-county residents among those seeking employment with the SCSO.
- b. To establish and maintain liaison with community organizations for recruitment referrals of women and minorities.
- c. To encourage minorities and women members of the SCSO to develop leadership skills and abilities.
- d. To have minority individuals apply for the next Civil Service examination(s) providing opportunities for positions in the SCSO.

B. Evaluation –

- 1. The Sheriff's administration shall monitor the progress of affirmative action and shall report on its status annually to the Sheriff.
- 2. This plan and its success in achieving the stated objectives shall be evaluated by the Sheriff. At the time, it shall be continued, or revised as necessary and appropriate in order to meet the overall affirmative actions goals of the SCSO.