

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 12/14/11
<b>Chief of Police:</b> 	Equal Opportunity Employment, 31.2	
<b>Cross Reference:</b>	<b>Policy Sections:</b> 31.2.1 Equal Opportunity Employment 31.2.2 Equal Opportunity Recruiting 31.2.3 Equal Opportunity Plan / Procedures	

## **PURPOSE**

The purpose of this policy is to establish guidelines for equal opportunity employment within the Elgin Police Department

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to refrain from discriminating with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment, provided the individual possesses the necessary qualifications to perform the work. Such opportunities shall be ongoing and apply to all position classifications within the department.

## **PROCEDURES**

### **31.2.1 EQUAL EMPLOYMENT OPPORTUNITY**

- A. The United States Equal Employment Opportunity Commission (EEOC), created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination on the basis of race, color, sex, religion or national origin. Title VII was extended to cover federal, state, and local public employees by the Equal Employment Opportunity Act of 1972. The Illinois Human Rights Act also provides similar protection for the aforementioned groups, and also provides protection against discriminatory employment practices based upon age, marital status, physical or mental handicap unrelated to ability, and unfavorable discharge from military service.
- B. The city of Elgin / Elgin Police Department is an equal opportunity employer and shall adhere to the EEOC acts in line with the value / ethical statements of the department. Discrimination on the basis of race, color, sex, religion, national origin, age, marital status, or mental or physical handicap is prohibited.
- C. The Elgin Police Department shall strive to maintain a work force that is proportionate to the most recent census demographics of the city of Elgin.

### **31.2.2 EQUAL OPPORTUNITY RECRUITING**

The procedures for recruiting are covered in SOP 31.1.

### **31.2.3 EQUAL OPPORTUNITY PLAN / PROCEDURES**

- A. In order to ensure nondiscrimination, the Elgin Police Department shall:
  - 1. Follow all applicable guidelines of the Equal Employment Opportunity Commission.
  - 2. Treat each person with respect, dignity, integrity and prohibit discrimination in all phases of the employer-employee and applicant relationship.
  - 3. Ensure that no member discriminates against another member or applicant during the

hiring and / or recruitment process.

4. Maintain a work environment that is non-discriminatory and provides equal employment opportunities for all persons.
  5. Take necessary corrective action in cases where members violate department procedures pertaining to equal employment opportunity.
  6. Require supervisors to be vigilant in detecting and correcting violations of equal employment opportunity procedures and policies.
- B. Procedures and specific action steps for filing EEO complaints are found in the city Anti-Harassment / Non-Discrimination Policy.
- C. Employment applications, job announcements and advertisements utilized by the city will indicate that the Elgin Police Department is an equal opportunity employer, as required by the Illinois Human Rights Act.
- D. Job applicants, or other interested individuals, will be informed of this standard operating procedure when requesting information concerning the department's commitment to equal employment opportunities.