

# *Narragansett Police Department*

*40 Caswell Street, Narragansett, RI 02882*

EFFECTIVE DATE: March 16, 2008

REVIEW DATE: As Necessary

REVISED DATE: March 20, 2014

RIPAC REFERENCE:

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## **EQUAL EMPLOYMENT OPPORTUNITY PLAN (200.04)**

### **01 Purpose**

The purpose of this policy is to provide officers with guidance in complying with the departments Equal Employment Opportunity Plan.

### **02 Policy**

The Narragansett Police Department is committed to the policies of equal employment opportunity. This department will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, veteran's status, pregnancy, sexual orientation, or ancestry, except where a bona fide occupational qualification exists. The department will make reasonable accommodations to qualified disabled persons to assist them in fulfilling the essential functions of a job, provided that such accommodations do not impose an undue hardship upon the department.

The successful achievement of a non-discriminatory employment program requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, the Police Chief is obliged to lead the way by establishing and implementing affirmative action procedures and practices which will achieve the objective of equal opportunity for all. In accordance, it is the obligation of each Department Supervisor to conduct himself/herself in conformity with the principals of Equal Employment Opportunity.

### **03 Purpose**

The purpose of this policy is to comply with all Federal and State laws regarding employment and to ensure full and equal participation of men and women in the workforce.

### **04 Procedures**

A. To further equal employments opportunities this department will:

1. Exercise due diligence in the recruitment of minorities and women by broadening the recruitment base.
2. Advertise employment opportunities in areas with a greater percentage of minorities than the Narragansett area.
3. Notify Leaders in the minority community of employment opportunities.

4. Base decisions on employment so as to further the principals of equal employment opportunity.
5. Ensure that promotion decisions are in accord with principals of equal employment opportunity.
6. Ensure that all personnel actions such as classification, compensation, benefits, transfers, layoffs, reinstatements, training and education through tuition reimbursement will be administered without regards to race, age, color, religion, sex, marital status, national origin, physical or mental disability, veterans status, pregnancy, sexual orientation, or ancestry, except where a bona fide occupational qualifications exists.
7. Ensure that this department is available to employees on a nondiscriminatory basis and that all benefits sponsored for employees be open to participation without regard to race, age, color, religion, sex, marital status, national origin, physical or mental disability, veterans status, pregnancy, sexual orientation, or ancestry.
8. Communicate to all potential contractors, sub-contractors, vendors, and suppliers, either verbally or in writing, its commitment to Equal Employment Opportunity/Affirmative Action policies which require supportive action on their part.
9. Prohibit any retaliation against an employee of the police department against any other employee or applicant for employment because that person made a charge, testified, or participated in the proceedings or investigation of employment discrimination.

B. Complaint Procedure

Any employee or applicant who believes that he/she has not been treated consistent with the police department's policy for Equal Employment Opportunity is encouraged to use the following procedure:

**Step 1:** Immediately attempt to resolve the matter with your supervisor or in the alternative, with either Captain.

**Step 2:** If the matter is not resolved by your supervisor and/or either Captain contact the Police Chief.

**Step 3:** If the Police Chief does not resolve the matter to your satisfaction, prepare a written statement including all the pertinent facts, your name, title, and department and send it to the attention of Human Resources Manager for the Town of Narragansett. Be assured that any investigation will be handled thoroughly and with discretion.

By Order Of:

Chief of Police