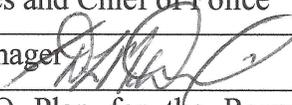


**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.12	
TO:	Director of Human Resources and Chief of Police
FROM:	Dana L. McDaniel, City Manager 
SUBJECT:	Affirmative Action & EEO Plan for the Recruitment of Law Enforcement Personnel
DATE:	December 11, 2015
Supersedes and Replaces Administrative Order 2.12 Regarding Same Subject	

I. PURPOSE

The purpose of this Administrative Order is:

- A. To provide a ratio of employment that is representative of the community;
- B. To establish the Division's Affirmative Action Plan;
- C. To establish the Division's Equal Employment Opportunity Plan,

II. EMPLOYEE MINORITY RATIO

See Section III. (Affirmative Action Plan) immediately following.

III. AFFIRMATIVE ACTION PLAN

- A. This Policy establishes an Affirmative Action Compliance Program, composed of specific steps that will be under-taken to implement the plan.
- B. The Police Division shall engage in positive efforts to employ ethnic minority group members and women by taking affirmative action to achieve a ratio of minority group employees in approximate proportion to the composition of the service area.
- C. In seeking to employ qualified ethnic minority members and women, the Division may conduct research, develop, and implement specialized minority and female recruitment methods. These methods may include, but not necessarily be limited to:

1. Application form and related pre-employment inquiry forms that are in compliance with applicable federal, state, and local EEO laws;
 2. Job descriptions that are reviewed periodically to properly identify job related, job requirements;
 3. Liaison with local minority community leaders to emphasize police sincerity and encourage referrals of minority candidates to the police agency;
 4. Active cooperation and utilization of the minority media, as well as the general media, in minority recruiting efforts;
 5. Regular, personal contact with the minority or female candidate from initial application to final determination of employment;
 6. Increased overall recruitment efforts with special attention to inner-city neighborhoods and college campuses;
 7. Periodic review of the entire selection process to ensure it is non-discriminatory; (No standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women that of non-minorities or men.)
 8. The encouragement of minority and women employees to refer friends to the agency for potential employment;
 9. Becoming involved with and providing notification to local minority organizations, women's organizations, community action groups, and community service programs, at the time of recruitment; and
 10. The encouragement of minority and women employees to participate in community programs.
- D. An evaluation of the Division's Affirmative Action Plan shall be performed periodically in order to:
1. Measure the plan's effectiveness;
 2. Determine the degree to which the objectives and goals have been achieved; and,
 3. Indicate any need for additional action.
- E. As needed, when employment openings exist within the Division, the Chief of Police shall set forth an itemized budget for affirmative action efforts. This may be included as part of the overall budget for the recruitment and selection process, and shall be submitted at the time the personnel request is submitted.

IV. **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

- A. It is the policy of the Dublin Division of Police not to discriminate against applicants on the basis of race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, disability, marital status, or veteran's status, with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment. Further, it is the policy of the Division to comply voluntarily with the concepts and practices contained in affirmative action.
1. Accordingly, all employment decisions shall be consistent with the principal of Equal Employment Opportunity (EEO).
 2. All promotion decisions shall be consistent with the principal of EEO, and only valid qualifications will be required for promotions.
 3. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, re-calls, training, and education will be administered in a non-discriminatory manner without regard to race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, disability, marital status, or veteran's status.
- B. This policy includes, without limitations, the following commitments:
1. To provide equal employment opportunity to all persons in all recruitment, selection, training, compensation, and promotional practices without regard to race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, disability, marital status, or veteran's status,
 2. To identify and analyze all areas of the employment process to further the principal of equal employment opportunity; employment decisions in all areas will be made on the basis of furthering the objective of equal opportunity employment.
- C. This policy is in conjunction with the Affirmative Action Compliance Plan described in Section III. of this Administrative Order, which specifies steps that will be taken in order to implement this plan.