

## Abington Township Police Department Policy and Procedure Manual

<b>Chapter:</b>	Recruitment	<b>General Order:</b>	31.2.3
<b>Section:</b>	Equal Employment Opportunity and Recruitment	<b>Original Date:</b>	050104
<b>Title:</b>	Equal Employment Opportunity Plan	<b>Re-Issue Date:</b>	020818
<b>Issued By:</b>	Patrick Molloy, Chief of Police	<b>Reevaluation Date:</b>	122021
<b>Signature:</b>	<i>Patrick Molloy</i>	<b>Expiration Date:</b>	Indefinite
<b>Replaces:</b>	All Previous General Orders Relative to Subject		
<b>Distribution:</b>	All Members	<b>Total Pages:</b>	2
<b>CALEA Standard References:</b>	31.2.3		
<b>Pennsylvania Accreditation References:</b>			

### I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Abington Police Department=s Equal Employment Opportunity Plan.

### II. POLICY

N/A

### III. PROCEDURE

#### A. Equal Employment Opportunity Plan

1. Abington Township's Administrative office has the primary responsibility for maintaining and furthering the goals of equal employment opportunity.
2. The Equal Employment Opportunity Plan contains all elements required by the Commonwealth of PA., EEOC Bureau. The plan consists of:
  - a. Posting required notices such as Sexual Harassment Policy, Minority and Female Referral Notice, State Contractor's Non-discrimination Notice, Township Equal Employment Opportunity Notice, etc.
    - (1) The Police Department=s policy on Harassment and Discrimination in the Workplace is outlined in General Order 26.1.3

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- b. Including statistical data on employment applications.
  - c. Using the phrase "MINORITY AND/OR FEMALE APPLICANTS ARE ENCOURAGED TO APPLY - AA/EOE" in employment advertisements.
3. The Administrative Division Commander is charged with the responsibility of recruitment and analysis as outlined in General Order 31.2.2.