



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 1, 2012	REVISED DATE: September 10, 2012	NO. PAGES: 1 of 2	NUMBER: 1.1.09
SUBJECT: <b>EQUAL EMPLOYMENT OPPORTUNITY</b>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To provide equal employment opportunities to Cleveland Division of Police members.

**POLICY:** The Division shall adhere to federal, state and local Equal Employment Opportunity (EEO) laws.

**PROCEDURES:**

- I. Division of Police Responsibilities - the Division shall:
  - A. Recruit, hire, train and promote without regard to race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, Vietnam or qualified disabled veteran, except where age or sex are occupational qualifications or disability is a disqualification.
  - B. Ensure that a layoff of personnel, educational assistance, and other terms and conditions of employment are provided in an impartial manner. The Division of Police shall decide employment to further the principles of EEO.
  - C. Hold accountable all appointing authorities, management, supervisory representatives and employees for compliance with the intent of federal, state and local legislation, government regulations, rules, guidelines and executive orders in providing EEO.
- II. *Members shall report all complaints of unlawful discrimination within 24 hours of occurrence or notification of the occurrence. However, the failure to make such a report within 24 hours does not negate the requirement of a proper investigation and response. This applies to all Division employees.*
- III. *Supervisors receiving such complaints shall direct the complainant to complete a Form-1 regarding the complaint.*

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- IV.** *The complainant shall forward the original Form-1 directly to the Director of Public Safety, with a copy provided to the supervisor for forwarding through the chain of command.*
- V.** *Supervisors shall ensure that the Form-1 is forwarded through the chain of command and that any required RMS reports are completed.*
- VI.** *Even though the Division of Police is not the investigative body in this instance, supervisors shall take action whenever and however appropriate to immediately address the complaint.*
- VII.** *The Division shall notify the complainant of the actions being taken and that the Department of Human Resources will conduct the investigation.*
- VIII.** *When the investigation is complete, the Department of Human Resources will notify the Director of Public Safety, Police Chief, and the complainant of the results.*