

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: Affirmative Action/EEO/ADA		Number: 421
Effective Date: March 26, 2019		Review Date: March 26, 2024
New	X Amends	Rescinds
Authority: Chief Antonio DeVaul		Total Pages 2
GO 421 dated April 23, 2002		

01 Purpose: To describe the department’s procedure to comply with the City of Takoma Park’s commitment to Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA).

02 Policy.

A. The department is committed to the goal of having a professional workforce reflecting the diversity of the City of Takoma Park.

B. Appropriate, necessary actions will be taken to comply with applicable EEO laws.

03 General:

A. The Human Resources Manager, City of Takoma Park, maintains the citywide plans for affirmative action and equal employment opportunity.

B. Annually, the department examines its position in relationship to the city plan and population diversity following the city’s report to the Human Resources Commission, Montgomery County. The purpose is to determine adjustments needed in department human resource processes to support the city objectives including the police department reflecting the city’s diversity.

03 Americans with Disabilities Act: The Chief of Police will ensure that the Takoma Park Police Department shall not discriminate against a qualified individual on the basis of a disability. This includes job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

A. A qualified individual with a disability means an individual with a disability who:

1. Satisfies the requisite skill, experience, education and other job related requirements of the position the individual holds or seeks, and

2. With, or without, reasonable accommodation can perform the essential functions of the position.

B. Determining if an individual is a “qualified individual with a disability” must be done at the

time of the employment action. The determination may not be based upon speculation that the individual may become unable to perform the job in the future or that the individual may cause health insurance or workman's compensation costs to increase.

C. Any qualified individual, with or without a disability, is protected from discrimination on the basis of an association or relationship with an individual who has a known disability. These protections, which apply to hiring, promotion and transfers as well as other benefits and privileges of employment, are not limited to those who have family relationships with an individual with a disability.

D. The meaning of the terms "reasonable accommodation" and "undue hardship" are understood as they apply to the Americans with Disabilities Act. It is the policy of this department to review on a case-by-case basis its employment practice, policy and procedure to ensure non-discrimination of individuals when such terms apply. The rationale used in arriving at decisions in such cases will be documented in writing, made available to the applicant or employee and filed with the Human Resources Manager.

E. Complaints regarding access or discrimination will be filed in accordance with the City of Takoma Park Disability Grievance Procedure.

04 Self Analysis of Service Population and Department Composition:

A. Annually, the Commander of Administrative Services will examine the department's composition and comparing it with the city's population as reflected in the most recent census report. This written report will be presented to the Police Chief who will work with the Division Commander's to develop objectives for the department relative to diversity.

B. The workforce report will examine racial composition, sex, and type position. The department's composition will be compared to that of the city population.

C. The demographics of the department at the time of the report will be compared to the last report to assess progress toward the goal.

05. Action Plan and Goals.

A. The plan will consist of goals to achieve the desired diversity in the workforce.

B. The plan will serve to justify resources for recruiting and EEO purposes.