OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff

Administrative Directives

Subject:	**Number:**	**Effective Date:**
Equal Employment Opportunity	**1.05**	**08/26/15**

Purpose: The purpose of this directive is to demonstrate the Montgomery County Sheriff's Office commitment to providing equal employment opportunities for all of its employees, as well as those who apply for employment and to assist in maintaining a diverse workforce representative of our service area. **(31.2.1, 31.2.3)**

Policy: No Montgomery County Sheriff's Office employee or applicant may be discriminated against because of age, race, sex, color, religion, creed, national origin, political affiliation, marital status, sexual preference, physical or mental disability, physical appearance, ***ancestry, gender identity,*** membership or non-membership in a labor organization or other factors not based on merit. **(31.2.3)**

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I. Entry Level Recruitment and Outreach

A. The Sheriff's Office must maintain a proactive recruitment and outreach program designed to attract diverse qualified prospective job applicants into deputy sheriff positions. This will include the following: **(31.2.2.b)**

(1) Participation in selected career and law enforcement job fairs where diverse participants are ***anticipated***.

(2) Presentations at community, civic, ethnic, multi-cultural, religious and educational events.

(3) Participation in criminal justice and other government education classes at high schools and colleges.

(4) Utilization of a diverse workforce in the recruitment and public relations efforts, including utilization of employees who are fluent in non-English languages present in our community and are familiar with the relevant cultures.

(5) Advertise vacancies on the Internet, ***via social media,*** in general distribution publications and newspapers.

(6) Utilization of a diverse law enforcement workforce in the Sheriff's Office recruitment publications and displays.

(7) Continuation of the recruitment efforts to assure the maintenance of a diverse work force.

B. The Administrative Division Captain and Assistant Sheriff are responsible for monitoring all personnel related activities, to ensure that they are open to all who are qualified to participate, without regard to age, race, sex, color, religion, creed, national origin, political affiliation, marital status, sexual preference, physical or mental disability, physical appearance, ***ancestry, gender identity,*** membership or non-membership in a labor organization or other factors not based on merit. This will include both employment opportunities and employment conditions. **(31.2.3)**

II. Diversity Management

The Administrative Division Captain and Assistant Sheriff are responsible for developing outreach and recruiting strategies designed to attract qualified applicants for positions that will assist in maintaining a diverse workforce.

III. Workforce Analysis

It is the objective of the Montgomery County Sheriff's Office to employ a qualified, diverse work force that is representative of the composition of the community it serves. The composition of the Sheriff's Office sworn workforce must be reviewed ***annually*** and compared to the composition of the population of Montgomery County. **(31.2.2.a)**

IV. Promotional Objectives

A. It is the objective of the Sheriff's Office to establish diversity in the rank structure through increased participation by minorities and women in the promotional process.

B. As entry level recruitment efforts develop a more diverse workforce, qualified employees, as determined by the Montgomery County Office of Human Resources, must be strongly encouraged to participate in the promotional process in an attempt to increase the selection pool.

C. All promotions must be made as an equal opportunity employer, without discrimination against any qualified employee. **(31.2.3)**

V. Periodic Review

The Administrative Division Captain and Assistant Sheriff are responsible for ***annually*** evaluating this EEO Plan. This evaluation must include a review of Sheriff's Office employment policies, practices and procedures and their impact on the employment and utilization of a diverse work force. **(31.2.2.c)**

A. A documented evaluation must be conducted annually during the formulation of the Administrative Division budget.

B. The evaluation must include a plan of action to correct any deficiencies or inequities identified.

C. The evaluation must include any additional budgetary requirements and other resources needed to support this effort. Any budgetary requirements identified must be included as part of the requested Administrative Division budget.

VI. CALEA Standards

31.2.1, 31.2.2.a, 31.2.2.b, 31.2.2.c, 31.2.3

VII. Cancellation

This directive cancels and replaces Administrative Directive 1.05, Effective Date: ***01/31/00***

AUTHORITY:

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