

GENERAL ORDER



Title
Equal Employment Opportunity

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Rescinds:
General Order 201.9 (Equal Employment Opportunity)

DISTRICT OF COLUMBIA

I. Background.....	Page 1	VI. Procedural Guidelines.....	Page 7
II. Policy.....	Page 1	VII. Affirmative Action Plan.....	Page 10
III. Definitions.....	Page 2	VIII. MPD Workplace Environment Plan.....	Page 11
IV. Rules.....	Page 6	IV. Cross References.....	Page 13
V. Regulations.....	Page 6		

I. BACKGROUND

This order establishes the Metropolitan Police Department's Equal Employment Opportunity Program (EEO), and describes the policies, objectives, organizational relationships, procedures and responsibilities involved in promoting and executing an effective program. The EEO Program for the Department includes:

- Complaint Procedures
- Affirmative Action Program
- Workplace Environment Program (CALEA 31.2.3)

II. POLICY

The Metropolitan Police Department is committed to providing a workplace free of any demeaning, derogatory, or abusive language, actions, and/or gestures relating to a person's race, color, national origin, sex/gender, age, religion, disability, sexual orientation, language harassment, discrimination, or retaliation. MPD senior command officials, managers, and supervisors shall ensure that **all** employees are treated according to these guidelines. Every employee of the Department, sworn and civilian, regardless of rank, title or position, shall be held responsible for the contents of this Directive.

Employment discrimination is prohibited by the D.C. Human Rights Act of 1977, as well as Title VII of the Civil Rights Act of 1964, and Title VI of The Omnibus Safe Streets Act, as amended. MPD employees are reminded that equal employment is the law. As an employer, MPD has the responsibility for preventing discrimination in the workplace. Conduct of this nature is prohibited, even if the conduct is not specifically intended to be offensive to anyone, and the member to whom it is directed is not personally offended by the conduct.

III. Definitions

When used in this directive, the following terms shall have the meanings designated:

A. Type Of Discrimination Or Complaint

1. Age Discrimination – an unlawful employment practice that occurs when the compensation, terms, conditions, and privileges of employment differ because of the age of an individual.
2. Disability – a physical or mental impairment that substantially limits one or more of the major life activities of an individual; where there is such a record of impairment; or where the individual is regarded as having such impairment.
3. Discrimination – the failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored.
4. Familial Status – an unlawful discrimination against persons under the age of 18 who reside with someone other than their natural parents. This protection also applies to any person who is pregnant or in the process of securing legal custody of any individual under 18 years of age.
5. Family Responsibilities – are not job-related and shall be impermissible considerations for employment decisions. Therefore, it is unlawful to base an employment decision on whether an employee or applicant has children or other dependents.
6. Gender Or Sex Discrimination – an unlawful employment practice that occurs when the compensation, terms, conditions, and privileges of employment differ on the basis of sex/gender.
7. Harassment – occurs when slurs or jokes, offensive or derogatory comments, or other verbal or physical conduct are made based upon an individual's race/color, national origin or ethnicity, religion, sex/gender, sexual orientation, age, or disability, and if the conduct creates an intimidating, hostile, or offensive working environment or interferes with the individual's work performance.
 - a. Racial or ethnic harassment is a form of race/color discrimination.
 - b. National origin harassment is a form of national origin discrimination.
 - c. Religious harassment is a form of religious discrimination.
 - d. Sex/gender harassment is a form of sex discrimination.

- e. Sexual orientation harassment is a form of sexual orientation (or preference) discrimination.
 - f. Age harassment is a form of age discrimination.
 - g. Disability harassment is a form of disability discrimination.
8. Hostile Work Environment – is established when employees are made to work in an atmosphere of sufficiently severe or pervasive harassment as defined in III, A., 7.
9. Marital Status – the state of being married, single, divorced, separated, or widowed cannot be used as a basis for an employment decision.
10. Matriculation – An employer shall not refuse to hire or discharge a person because he/she is a student, or use a different pay scale for students performing the same work as other employees.
11. National Origin Discrimination – includes, but is not limited to, the denial of equal employment opportunity because of:
- a. An individual's, or his or her ancestor's, place of origin, or;
 - b. An individual who has the physical, cultural or linguistic characteristics of a national origin group, or;
 - c. An individual who has been denied equal employment opportunity for reasons grounded in national origin considerations such as:
 - (1) Marriage to, or association with, persons of a national origin group;
 - (2) Membership in, or affiliation with, an organization identified with, or seeking to promote, the interests of national origin groups;
 - (3) Attendance or participation in schools, churches, temples or mosques, generally used by persons of a national origin group; or,
 - d. An individual's name or spouse's name, which is associated with a national origin group.
12. Personal Appearance – the outward appearance of any person, irrespective of sex, with regard to bodily condition or characteristics, manner or style of dress, and manner or style of personal grooming, including, but not limited to, hairstyle and beards. It shall not relate to the requirement for cleanliness, uniforms, or prescribed standards,

when uniformly applied to a class of employees, for a reasonable business purpose; or when such bodily conditions or characteristics, style, or manner of dress or personal grooming presents a danger to the health, welfare, or safety of any individual.

13. Place Of Residence Or Business – it is unlawful to deny employment, services or accommodations based on where an individual lives, or the location of a business licensed by the District of Columbia.
14. Political Affiliation – it is unlawful for an employer to use an individual's present or past political affiliation, or lack of political affiliation, as the basis for an employment decision.
15. Pregnancy Discrimination – an unlawful employment practice that occurs when the compensation, terms, conditions, and privileges of employment differ on the basis of pregnancy, childbirth, or related medical conditions, from the treatment of other medical conditions with similar abilities or limitations. Pregnancy discrimination is a form of sex discrimination.
16. Race/Color Discrimination – an unlawful employment practice that occurs when the compensation, terms, conditions, and privileges of employment differ on the basis of:
 - a. Race or color;
 - b. Immutable characteristics associated with race, such as skin color, hair texture, or certain facial features;
 - c. A condition which predominately affects one race;
 - d. Membership in, or association with, ethnic-based organizations or groups;
 - e. Marriage to, or association with, an individual of a different race; or
 - f. Attendance or participation in schools or places of worship generally associated with certain minority groups.
17. Religious Discrimination – when an employment rule or policy requires a person to violate a fundamental precept of his/her religion or lose an employment opportunity.
18. Retaliation – when an employer harasses or punishes an employee because that employee complained about discrimination, or cooperates with, or participates in, an investigation of an allegation of discrimination.

19. Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
 - b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
 - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile, or offensive working environment.

Note: Sexual harassment may include, but is not limited to, verbal harassment or abuse, subtle pressure for sexual activity, patting or pinching, brushing against another person's body, and demands for sexual favors.

20. Sexual Orientation Discrimination – an unlawful employment practice that occurs when the compensation, terms, conditions, and privileges of employment differ on the basis of actual sexual orientation or perceived sexual orientation. Sexual orientation means male or female homosexuality, bisexuality or heterosexuality by preference or practice.

B. General Definitions

1. Agency Complaint – a complaint filed with the District of Columbia Office of Human Rights, U.S. Equal Employment Opportunity Commission, or the U.S. Department of Justice, Office of Civil Rights.
2. Complainant – the aggrieved party.
3. Days – business days, unless otherwise specified.
4. Employee – sworn or civilian member of the Department.
5. Equal Employment Opportunity – exists when compensation, terms, conditions, and privileges of employment are provided on a non-discriminatory basis.
6. Equal Employment Opportunity Counselors – consists of sworn and civilian employees who are authorized to provide advice and counsel to employees on how to use the EEO complaint process, as well as other avenues for addressing their complaint, both internally and externally.
7. Equal Employment Opportunity Officer – the Manager of the Diversity and EEO Compliance Unit.

8. Internal Complaint – a complaint filed with the Metropolitan Police Department Diversity and EEO Compliance Unit.
9. Respondent – the employer or his/her agent.

IV. Rules

- A. No MPD employee shall knowingly discriminate nor harass another employee. (CALEA 26.1.1; 26.1.3; 31.2.3)
- B. All MPD employees shall comply with the obligations prescribed under the Department's Workplace Environment plan and shall make themselves familiar with the Department's Affirmative Action Plan.

V. Regulations

- A. The Department prohibits, and will not tolerate, sexual and/or any other form of unlawful harassment or discrimination. Such conduct may result in disciplinary action as necessary, up to, and including, termination of employment. (CALEA 26.1.3)
- B. Acts of retaliation are strictly prohibited against an employee who files a charge of sexual harassment.
- C. Managers and supervisors shall be accountable for promptly reporting and/or correcting unlawful discriminatory practices within their knowledge and responsibility.
- D. Command Staff shall ensure the Department's Equal Employment Policies are posted in a visible place in every unit within their commands.
- E. All complainants shall be advised that they have a right to pursue a complaint with an outside agency. This right is not forfeited by using the MPD's internal procedure.
- F. An external complaint can be filed with the U.S. Equal Employment Opportunity Commission, the U.S. Department of Justice, Office of Civil Rights, or the D.C. Office of Human Rights. Internal and external complaints (excluding sexual harassment complaints) must be filed within 180 calendar days from the date of the alleged incident. Sexual harassment complaints must be filed within one year of the alleged incident.
- G. Complainants, and those employees engaged in carrying out the provisions of this order, shall be free from restraint, interference, coercion, discrimination, or reprisal in connection with the performance of their duties during, or following, the complaint procedure.
- H. Any employee who knowingly interferes with, coerces, discriminates against, or practices any form of reprisal against a complainant, or attempts any of the

above, is in violation of this general order and may be subject to disciplinary action. Any evidence of such actions shall be immediately reported to the EEO Officer. (CALEA 26.1.3; 31.2.3)

- I. Participants in the investigative process, e.g., employees and management, are required to cooperate fully with all phases of the investigation. Failure to do so may result in discipline. (CALEA 26.1.3; 31.2.3)

VI. Procedural Guidelines

- A. It is the primary objective of the Department to resolve the complainant's allegations of discrimination promptly and appropriately.
 1. At any stage of the complaint process, the complainant shall have the right to be accompanied, represented, and advised by legal counsel of the complainant's own choosing. (CALEA 26.1.3; 31.2.3)
 2. The complainant and his/her legal or union representative shall have a reasonable amount of official time for the preparation and presentation of the complaint, as permitted by the applicable union contract and/or the District Personnel Manual. (CALEA 26.1.3; 31.2.3)
 3. The procedures for filing complaints under the Equal Employment Opportunity Programs are to be considered separate and apart from any of the other procedures for filing all other official complaints. (CALEA 26.1.3; 31.2.3)
- B. Internal EEO Complaints (CALEA 26.1.3; 31.2.3)
 1. An employee may first consult with his/her local EEO Counselor prior to filing an EEO complaint. If, after the initial consultation, the employee wishes to file an internal complaint, the EEO Counselor shall refer the complainant to the Diversity and EEO Compliance Unit.
 2. Employees are encouraged to contact the Diversity and EEO Compliance Unit to schedule an initial interview.
 3. Additionally, the employee may contact the Diversity and EEO Compliance Unit without consulting the local EEO Counselor.
 4. After the filing of a complaint, the EEO Officer shall make a prompt and comprehensive investigation of the allegations in the complaint, determine whether a violation has occurred, and recommend a finding.
 - a. For all complaints involving command personnel (i.e., Inspectors and above), DS 15 and above, MSS 14 and above, and all Excepted Service personnel, the Chief of Police will conduct the final review and make the final determination.

- b. For all other personnel, the Assistant Chief of the Office of Professional Responsibility will conduct the final review and make a final determination.
 5. If it is determined that the charge is without merit, the complaint shall be dismissed with notice to the complainant and the respondent. The notice shall state the reasons for the dismissal.
 6. If it is determined that reasonable cause exists, immediate action shall be taken to eliminate the alleged unlawful practice, and any appropriate sanctions shall be imposed.
 7. If a complainant is not satisfied with the written decision of the EEO Officer, they have a right to pursue a complaint with an outside agency.
- C. Sexual Harassment Complaints (CALEA 26.1.3; 31.2.3)
1. The Diversity and EEO Compliance Unit in the Office of Professional Responsibility, has the authority to investigate sexual harassment complaints. Upon learning of sexual harassment allegations either from the victim or a third party, it is the responsibility of supervisors and EEO counselors to notify the Diversity and EEO Compliance Unit of said allegations. Additionally, it is imperative that supervisors and EEO counselors encourage the complainant to personally contact the Diversity and EEO Compliance Unit.
 2. After the filing of a complaint, the EEO Officer shall make a prompt and comprehensive investigation of the allegations in the complaint.
 3. The accused person, the accused person's supervisor, and the Assistant Chief, Office Professional Responsibility, are to be notified simultaneously.
 4. The EEO Officer, or an agent of the Office of Professional Responsibility, will caution all parties, including witnesses, against discussing allegations with persons not directly involved in the complaint.
 5. As applicable, the Assistant Chief, Office of Professional Responsibility, or the Chief of Police shall conduct the final review and make the final determination after the comprehensive investigation.
 6. If the complaint is found to be without merit, the complaint shall be dismissed with notice to the complainant, the accused person, the accused person's supervisor, and the element Commander/Director. The notice shall state the reasons for the dismissal.
 7. If it is determined that reasonable cause exists, immediate action shall be taken to eliminate the alleged unlawful practice and any appropriate sanctions shall be imposed.

8. If a complainant is not satisfied with the written decision of the EEO Officer, he/she has a right to pursue a complaint with an outside agency.

D. Agency EEO Complaints (CALEA 26.1.3; 31.2.3)

1. The complainant is encouraged to make every effort to resolve his/her complaint through the Department's internal complaint process before initiating an external complaint.
2. The complainant has the right to file an external complaint with the D.C. Office of Human Rights within fifteen (15) calendar days after receiving an unsatisfactory determination from the MPD Diversity and EEO Compliance Unit. The complainant may also file a complaint with the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Justice Office of Civil Rights.
3. MPD's EEO Officer shall cooperate with the relevant Agency in the processing of a formal complaint.

E. Manager for Diversity and EEO Compliance

1. The Diversity and EEO Compliance Manager shall:
 - a. Provide day-to-day management of the EEO investigators;
 - b. Be responsible for the prompt resolution of complaints; and
 - c. Ensure expedient corrective action when appropriate.
2. EEO Investigators report to the Manager for Diversity and EEO Compliance, and shall:
 - a. Be responsible for the investigation of EEO complaints;
 - b. Maintain the confidentiality of employees who come to them for assistance, except to the extent necessary to perform their duties, or if otherwise released by the employee in writing; and
 - c. Perform investigative duties as prescribed in Title 4, DCMR § 100 et. seq.

F. EEO Counselor Program (CALEA 22.2.5; 22.2.10-d&e; 31.2.3)

1. The MPD Equal Employment Opportunity Officer, in consultation with the Assistant Chief, Office Professional Responsibility, and the appropriate officials, shall develop an EEO Counseling Program designed to train employees as EEO Counselors.

2. EEO Counselors shall:
 - a. Provide advice and counsel to employees within their units who feel they have been subjected to discriminatory treatment.
 - b. Provide information on the complaint process and avenues the employee may use to have their complaint addressed, including the right to seek counseling services from any other counselor or outside the agency, if the employee chooses to do so. In addition, Counselors may provide information to the employee on the Employee Assistance Program.
 - c. Serve only in an advisory, non-investigative role and have no authority to investigate.
3. The specific components of the EEO Counselors program shall be published as Standard Operating Procedures and are to be made available to all employees.

VII. Affirmative Action Program

The Department is committed to the implementation of specific programs and practices of affirmative action designed to promote equal employment opportunity in the workplace and will undertake steps to assure that minorities and women are fairly represented in all areas and at all levels of the agency. Affirmative action activities shall be conducted throughout the Department in such areas as:

- A. Recruitment, hiring, training, promotion, reassignment, upward mobility, and termination.
- B. Employee utilization.
- C. EEO training and evaluation of supervisors.
- D. Publishing statements of the Department's commitment to equal employment opportunity in posters, websites, vacancy announcements, and other appropriate agency issuances.
- E. Monitoring the complaint process, workplace environment, and employment statistics so as to recognize and correct possible inequities in employment opportunities within the Department.

VIII. MPD Workplace Environment Plan

The purpose of the Workplace Environment Plan is to provide employees of the Metropolitan Police Department with guidelines and procedures that will ensure an environment where all employees can perform their work free of improper and illegal racial, national origin, sex/gender, age, religion, disability, sexual orientation, language harassment, discrimination, or retaliation. (CALEA 26.1.3; 31.2.3) The MPD Workplace Environment Plan addresses the following major elements:

A. Harassment (CALEA 26.1.3; 31.2.3)

1. MPD Responsibility:

(a) As an employer, MPD has the responsibility to maintain a working environment free of harassment. Slurs and other verbal or physical conduct relating to an individual's race, color, national origin, sex/gender, age, religion, disability or sexual orientation constitute harassment when this conduct:

(1) Effects or creates an intimidating, hostile or offensive working environment;

(2) Affects or unreasonably interferes with an individual's work performance; or

(3) Otherwise adversely affects a person's employment opportunity.

(4) Derogatory or offensive language of the nature described in II, 2., a., is prohibited in all verbal expressions, whether in face-to-face conversations or in telephone, radio, printed or e-mail communication.

(b) The MPD is also responsible whenever its agents or supervisory employees condone, or otherwise enable, the discriminatory acts of non-employees against MPD employees in the workplace. The workplace environment extends to any place the employee, while in the performance of his/her official duties, has a lawful right to be.

2. Senior Command Official, Manager and Supervisor Responsibilities:

(a) Every official, manager and supervisor is held responsible for maintaining an environment free of harassment.

(b) MPD employees shall immediately report to supervisory personnel any conduct that occurs in their presence, or is brought to their attention, that could be construed as harassment, regardless of whether there has been a complaint made by the affected member.

3. Official Responses:

The following two Official Responses shall be adhered to whenever an official of this Department witnesses, or is notified of, conduct by an employee that would constitute offensive behavior as described in this directive:

- (1) **Official Response I:** In any instance where an official witnesses, or has brought to his/her attention, discriminatory or harassing conduct of a relatively minor nature that could be construed by a reasonable person as derogatory, disrespectful or offensive to the dignity of any person, **that official shall take immediate action to correct the offending party and initiate an investigation, if warranted, within one hour of occurrence.**

The official may choose to document the matter for future reference in lieu of initiating an investigation if the offending party is receptive to the admonition, and the official has no knowledge of any prior similar misconduct by the offending party.

NOTE: The Diversity and EEO Compliance Unit must be notified each time an investigation is initiated by an official. If an official chooses to document the matter, in each instance, a copy of the documentation must be provided to the Diversity and EEO Compliance Unit.

- (2) **Official Response II:** In instances where an employee of the MPD makes a complaint to an official about workplace harassment based on race, color, national origin, sex/gender, age, religion, disability, or sexual orientation, **the official to whom the complaint is made shall be responsible for ensuring that an investigation is initiated by conducting the investigation, or reporting the matter to the Diversity and EEO Compliance Unit to conduct the investigation.**

NOTE: If the official wishes to conduct the investigation, he/she shall first contact the Diversity and EEO Compliance Unit and comply with that unit's guidance.

B. Language

1. Employees shall be courteous, civil and respectful to persons when on duty. Employees of the MPD shall not use terms or resort to name-calling that might be interpreted as derogatory, disrespectful, or offensive to the dignity of any person. Employees shall not engage in idle conversation, tell jokes, or make comments that relate to the race, color, national origin, sex, age, religion, disability or sexual orientation of any individual. A member can also be held accountable for this behavior while off duty. (CALEA 26.1.1)

2. As an employer, the Department recognizes that employees engage in casual conversation, generally in a language common to each of the parties.
 - (a) **Use of Languages Other than English:** Employees who speak a language other than English can converse among themselves, or to the citizens of the District of Columbia in their common languages. When such conversations are conducted pursuant to official police business, upon the request of an official, employees are required to provide English-translated versions of interviews or conversations.
 - (b) **English-Only Requirements:** Officials requiring employees to speak only English must be able to demonstrate that such a requirement is necessary for official business.
 - (c) **Radio Communications:** Members shall continue to apply the provisions of GO-SPT-302.05 (Radio Communications), which prohibit radio transmissions in languages other than English without approval of the official in charge of the Unified Communications Center.

C. Retaliation

1. Employees of the MPD shall not be subjected to any form of retaliation, disciplinary or corrective action, transfers, or changes in assignment **solely** because the employee opposed what he/she believed to be an unlawful employment practice or made a charge, testified, assisted, or participated in an investigation, proceeding, or hearing under Title VII and the D.C. Human Rights Act.
2. An employee is protected against retaliation for his/her opposition to discrimination, as long as the employee has a reasonable and "good faith" belief that the employer's conduct is illegal, even if it turns out that the employee was mistaken as to the legality of the employer's conduct.

IV. Cross References

A. Federal Laws

1. Title VII of the Civil Rights Act of 1964, as amended, 42 USC § 2000e et seq.
2. Civil Rights Act of 1991.
3. Title I of the Americans with Disabilities Act of 1990, as amended, 42 USC § 12101 et seq.

4. The Age Discrimination in Employment Act of 1967, as amended, 29 USC § 621 et seq.

B. D.C. Laws and Regulations

1. D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 3-201 et seq.
2. Title 4 DCMR § 100 et seq. (Complaints of Discrimination in the District of Columbia Government)

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:SOA:DAH:jj:jah



OFFICE OF PROFESSIONAL RESPONSIBILITY

SEXUAL HARASSMENT POLICY STATEMENT

The policy of the Metropolitan Police Department (MPD) is to provide a work environment free of unlawful discrimination, which includes freedom from sexual harassment. The policy applies to all applicants for employment, all employees and citizens served by MPD.

Sexual harassment is an unlawful discriminatory employment practice and a violation of Title VII of the Civil Rights Act of 1964, as amended.

Sexual harassment has been defined by the EEOC as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" when:

- Submission to the conduct is either an explicit or implicit condition of employment; or,
- Submission to, or rejection of, such conduct is used as the basis for employment decisions such as compensation, promotions or assignments affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

The key word is "unwelcome," i.e., the conduct must not be wanted or solicited. This policy is not intended to regulate social interactions in the work place. When a person makes it known that the sexual overture or conduct is unwelcome, then it must stop immediately.

It is the responsibility of each manager and supervisor to prevent sexual harassment in the work place and ensure that no employee is subjected to such conduct. This includes making it clear that behaviors such as flirtation, sexual comments or jokes, graphic descriptions of an individual's body, sexually degrading words used to describe an individual, and the display in the workplace of sexually suggestive objects or pictures are not allowed.

If any employee believes he or she has experienced sexual harassment, the situation should be discussed immediately with a supervisor, who in turn shall immediately notify the Diversity and EEO Compliance Unit, Office of Professional Responsibility. If such a discussion with a supervisor is not feasible, the situation should be reported directly to the Diversity and EEO Compliance Unit. Every complaint will be handled in a confidential manner to the extent permitted by law, and consistent with the needs of the investigation. No retaliation will be permitted against any employee alleging sexual harassment.

A complainant's right to file a complaint with an outside agency is not forfeited by using MPD's internal procedure. Therefore, an employee may file a complaint with the EEOC, the Office of Civil Rights, U.S. Department of Justice, or the D.C. Office of Human Rights. Sexual harassment complaints must be filed within one year from the date of the alleged incident.

MPD prohibits and will not tolerate sexual harassment. Such conduct may result in disciplinary action as necessary up to, and including, termination of employment.

MPD will take all appropriate steps to enforce this policy.

Date: February 11, 2005

Charles H. Ramsey
Chief of Police



OFFICE OF PROFESSIONAL RESPONSIBILITY

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The policy of the Metropolitan Police Department (MPD) is to provide an equal employment opportunity (EEO) to all individuals. It is our objective to recruit, select, train and promote qualified individuals without regard to race, color, religion, gender, age, national origin, alienage or citizenship status, marital status, sexual orientation, disability, familial status, family responsibilities, matriculation, political affiliation, source of income, place of residence or business, personal appearance, or status as a disabled veteran or Vietnam era veteran.

In support of this policy, we reaffirm MPD's commitment to comply voluntarily with the requirements and the spirit of federal and local anti-discrimination laws and regulations. The Metropolitan Police Department is committed to ensuring implementation of specific programs and practices of affirmative action and promotion of EEO in the workplace.

Through its Affirmative Action Program, MPD will undertake steps to ensure that minorities and women are represented in all areas and at all levels of the agency. The individuals responsible for the day-to-day implementation and monitoring of the Affirmative Action Program are Assistant Chief, Office of Professional Responsibility, and Manager, Diversity and EEO Compliance Unit.

It is the responsibility of each senior command official, manager, and supervisor to ensure compliance with our EEO policies and affirmative action obligations; to disseminate and implement these policies; to prevent discrimination in the workplace; and, to ensure that no employee is subjected to such conduct.

Any employee of the Metropolitan Police Department who alleges that they have been discriminated against may consult the local EEO Counselor or file a complaint with the Diversity and EEO Compliance Unit, Office of Professional Responsibility. An external complaint can be filed with the U.S. Equal Employment Opportunity Commission, the Office of Civil Rights, U.S. Department of Justice, or D.C. Department Human Rights. Internal and external EEO complaints must be filed within 180 calendar days (excluding sexual harassment) from the date of the alleged incident. Sexual harassment complaints must be filed within one year from the date of the alleged incident.

Date: February 11, 2005

Charles H. Ramsey
Chief of Police



OFFICE OF PROFESSIONAL RESPONSIBILITY

NONDISCRIMINATION FOR PERSONS WITH DISABILITIES

The policy of the Metropolitan Police Department (MPD) is to provide equal employment opportunity to qualified persons with disabilities. This policy is applicable to all personnel practices, including recruitment, hiring, promotion, training, and compensation and benefits.

A qualified person with a disability is one that:

- Has a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- Has a record of such impairment; or
- Is being regarded as having such impairment; and
- With or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires.

In support of this policy, the Department has adopted a program of affirmative action to employ and promote qualified individuals with disabilities. This program conforms to the guidelines for implementation of Section 504 of the Rehabilitation Act of 1973, and to the Americans with Disabilities Act of 1990.

To ensure their rights under this program, employees who claim physical or mental impairment are invited to identify themselves on a voluntary and confidential basis. Reasonable accommodations will be made available where applicable.

It is the responsibility of each manager and supervisor to disseminate and implement this policy; to prevent discrimination against persons with disabilities in the work place; and to ensure that no employee is subjected to such conduct.

Any employee of the Metropolitan Police Department who alleges to have been discriminated against may consult their local EEO Counselor or file a complaint with the Office of Diversity and EEO Compliance, Office Professional Responsibility. An employee may also file a formal complaint with the U.S. Equal Employment Opportunity Commission, the Office of Civil Rights, U.S. Department of Justice, or the D.C. Office of Human Rights. Complaints must be filed within 180 calendar days from the date of the alleged incident.

Date: February 11, 2005

Charles H. Ramsey
Chief of Police