

**Dalton Police Department  
Equal Employment Opportunity Plan  
301 Jones Street  
Dalton, Georgia 30720**

**March 24, 2015**

## **DALTON POLICE DEPARTMENT SELECTION PROCESS OVERVIEW**

The following is a list of the elements used in selecting a person for employment with the Dalton Police Department. Each component will be administered depending on test and personnel availability in the order determined by the Support Services Division. The selection process may take three months or longer, depending on departmental needs. If you are not selected you may reapply in one year.

### ***Police Officer Positions:***

- 1. Application***
- 2. Peace Officer Standards and Training Council Academy Entrance Exam or Equivalent***
- 3. Physical Readiness Assessment***
- 4. Written Examination***
- 5. Psychological Examination***
- 6. Structured Oral Interview***
- 7. Background Investigation***
- 8. Polygraph Examination***
- 9. Interview with Chief of Police***
- 10. Medical Physical Examination / Drug Screen***
- 11. Approval of the Public Safety Commission***

### ***Civilian Positions:***

- 1. Application***
- 2. Written Examinations***
- 3. Psychological Examination***
- 4. Background Investigation***
- 5. Polygraph Examination***
- 6. Interview with Chief of Police***
- 7. Drug Screen***

## **Introduction**

The effective date of this Equal Opportunity Plan March 24, 2015 and its duration is through March 24, 2018.

The Dalton Police Department will not discriminate against any applicant for employment because of race, national origin, color, religion, creed, age, sex, medical condition, or veteran status in regard to any position for which the applicant for employment is qualified.

The Dalton Police Department will recruit, hire, and promote qualified individuals without regard to race, national origin, color, medical condition, religion, creed, age, sex, or veteran status.

The Dalton Police Department will ensure the promotion decisions are in accordance with the principle of Equal Employment Opportunity by imposing only valid requirements for promotional opportunities.

The Dalton Police Department will ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, department-sponsored training, education, tuition assistance, social, and recreational programs will be administered without discrimination against an employee on account of race, national origin, color, medical condition, religion, creed, age, sex, or veteran status.

The Dalton Police Department has upheld a policy of non-discrimination in the past, and will continue this policy. In the past, the Dalton Police Department contacted community leaders in an attempt to acquire a larger pool of minority applicants, as well as female applicants in general, by contacting community leaders, area schools and colleges, and interacting with citizens through the Citizens' Police Academy and through other citizen contacts, such as crime prevention programs.

## **Underutilization Analysis**

This agency demonstrates an underutilization of Hispanics as their representation in the community is 48%, while at this agency is only 4.9% for sworn officers and 14.3% for office/clerical positions. The agency also demonstrates an underutilization of African Americans, as their representation in the community is

6%, while at this agency is less than 1%. Women in general are underutilized by this agency.

## **Goals**

Because Hispanics, African Americans, and women are under-represented in each level of this organization, it is the goal of this department to increase this representation by continuing to seek out applicants in these groups through use of newspapers and other media, through communication with the community's Hispanic and African American civic and business leaders, and through area schools and colleges. Since women as a group are under-represented in this agency, efforts will also be made to target their recruitment through use of newspapers and other forms of media, as well as through local leaders and area schools and colleges. This is an ongoing process, which will be accomplished at least annually.

## **Strategies**

Historically, women and minorities have not applied in large numbers for positions within this department. It is hoped that by continuing to target these applicants through all forms of media and through talking with area leaders, that more women and minorities will wish to apply.

In addition, some officers in this agency work with a group of young people in a Boy Scouts "Explorer" program. These young people (both male and female) have a special interest in law enforcement and assist this department with various details, such as traffic control and parades. As these Explorers become old enough to go into the workforce, it is hoped they will wish to apply with this department. In fact, two former Explorers were hired as police officers by this department.

The agency has a recruiting function. Personnel assigned will attend job fairs in the region to recruit applicants for the department. The recruiting function will work with the school resource officer to speak to selected high school classes about a future in law enforcement. The recruiting function personnel will target minority groups in schools to try to generate an interest in law enforcement and will also advertise in newspapers of Hispanic origins to try to solicit applicants for the police department. An additional form of advertisement will include posting recruitment posters in prominent locations frequented by minorities. The Support Services Division Commander is responsible for the recruiting function.

A Citizens' Police Academy has been initiated within the Dalton Police Department. Interested citizens are afforded opportunities to interact with the different divisions of the department over a 10-week period. This type of interaction between the community and the Dalton Police Department should serve to reach more prospective applicants, both inside and outside the community.

The agency has a Paid Internship Program and an Enhanced Internship Program.

The goal of the Dalton Police Department Paid Internship Program and the Enhanced Internship Programs is the recruiting, selecting, training and retaining of individuals exhibiting the highest possible qualifications to perform the tasks and functions of the Agency. We have had difficulties recruiting qualified female and minority applicants and hope that by providing opportunities for internships, we will increase our exposure to a greater number of well qualified applicants.

### **Filing an EEOC Complaint**

If you believe you have been discriminated against by an employer, labor union, or employment agency when applying for a job or while on the job because of your race, color, sex, religion, national origin, age, or disability, or believe that you have been discriminated against because of opposing a prohibited practice or participating in an equal employment opportunity matter, you may file a charge of discrimination with the US Equal Employment Opportunity Commission (EEOC). All laws enforced by EEOC, (Title VII of the Civil Rights Act [Title VII]), Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA), except the Equal Pay Act (EPA), require filing a charge with EEOC before a private lawsuit may be filed in court.

To protect your legal rights, it is always best to contact EEOC promptly when discrimination is suspected. There are strict time limits within which charges must be filed. Please review the information below:

A charge must be filed with EEOC within 180 days from the date of the alleged violation in order to protect the charging party's rights.

This 180-day filing deadline may be extended to 300 days if the charge also is covered by a state or local anti-discrimination law.

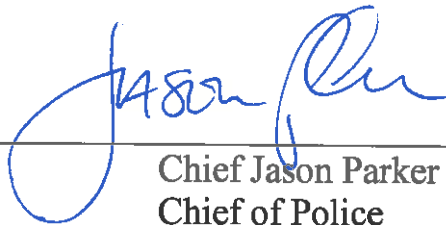
These time limits do not apply to claims under the Equal Pay Act, because under that Act persons do not have to first file a charge with EEOC in order to have the right to go to court. However, since many EPA claims also raise Title VII sex discrimination issues, it may be advisable to file charges under both laws within the time limits indicated.

You may file complaints of this nature using the information below:

Sam Nunn Atlanta Federal Center  
100 Alabama Street, SW, Suite 4R30  
Atlanta, Georgia 30303  
Phone: 1-800-669-4000  
Fax: 404-562-6909  
TTY: 1-800-669-6820

### **Dissemination**

Chief of Police Jason Parker will implement the EEO Program within the Dalton Police Department, and to all employees. The EEO Plan will be made available to all employees and applicants. In addition, the EEO Plan may be distributed to various individuals and groups as opportunities arise.



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Chief Jason Parker  
Chief of Police