

NOTICE:

The City of Canton, Ohio Police Department is an Equal Opportunity Employer. In compliance with the U. S. Department of Justice, Office of Justice Programs, Office for Civil Rights, abides with and upholds the Police Department Equal Employment Opportunity Plan (EEOP). Any violations of the EEOP should be reported immediately to any of the following:

Safety Director Andrea M. Perry
Chief of Police Bruce H. Lawver
Civil Service Director Sam Sliman
Planning and Research Lieutenant Linda Brown

A copy of the EEOP Utilization Report may be obtained from the Civil Service Office, the Police Information Desk, and the Planning and Research Lieutenant. The EEOP Utilization Report is also located on the City of Canton's Internet web-site (www.cantonohio.gov) under the City Government, Public Safety-Police page or on the Police Department's Facebook page. Upon written request, a copy may be received through electronic mail. Canton City Police Employees may acquire a copy by means of the Intranet within the Police "Department Shared" file.

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.

Race and Color: Ohio law prohibits discrimination on the basis of **race or color** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon business necessity.

National Origin and Ancestry: Ohio Law prohibits discrimination on the basis of **national origin or ancestry** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based upon business necessity.

Military Status: Ohio Law prohibits discrimination on the basis **military status** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any matter directly or indirectly related to employment.

In addition, employees who leave employment to perform military service, which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon conclusion of such service.

Harassment: Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual advances as a condition of employment, continued employment or promotion.

In addition, all reasonable steps should be taken to prevent and promptly correct harassment in the workplace, which includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

Sex and Pregnancy: Ohio law prohibits discrimination on the basis of **sex or pregnancy** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, women affected by pregnancy, childbirth or related medical condition must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave.

Disability: Ohio law prohibits discrimination on the basis of **disability** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except when the accommodation imposes an undue hardship.

Age: Ohio law prohibits discrimination against persons **40 years of age or older** on the basis of **age** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

Religion: Ohio law prohibits discrimination on the basis of **religion** in hiring, promotion, tenure, discharge, pay fringe benefits, job training, classification, referral terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship.

Retaliation: Ohio law prohibits retaliation against any person because that person has opposed any unlawful discriminatory practice, or because that person has made a charge, testified, assisted or participated in any manner in any investigation, proceeding or hearing.

EEOP Utilization Report



Thu Sep 22 10:37:56 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2012-UM-WX-0148
Grantee Name:	Canton Police Department	Award Amount:	\$821,489.00
Grantee Type:	Local Government Agency		
Address:	221 3rd St, SW Canton, Ohio 44702		
Contact Person:	Lt. Linda Brown	Telephone #:	330-438-4489
Contact Address:	221 3rd St, SW Canton, Ohio 47702		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Grant Title:	COPS Hiring Program	Grant Number:	2013-UM-WX-0159
Grantee Name:	Canton Police Department	Award Amount:	\$851,949.00
Grantee Type:	Local Government Agency		
Address:	221 3rd St, SW Canton, Ohio 44702		
Contact Person:	Lt. Linda Brown	Telephone #:	330-438-4489
Contact Address:	221 3rd St, SW Canton, Ohio 44702		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Grant Title:	COPS Hiring Program	Grant Number:	2014-UM-WX-0192
Grantee Name:	Canton Police Department	Award Amount:	\$1,125,000.00
Grantee Type:	Local Government Agency		
Address:	221 3rd St, SW Canton, Ohio 44702		
Contact Person:	Lt. Linda Brown	Telephone #:	330-438-4489
Contact Address:	221 3rd St, SW Canton, Ohio 44702		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Grant Title:	COPS Hiring Program	Grant Number:	2015-UM-WX-0041
Grantee Name:	Canton Police Department	Award Amount:	\$981,670.00
Grantee Type:	Local Government Agency		
Address:	221 3rd St, SW Canton, Ohio 44702		
Contact Person:	Lt. Linda Brown	Telephone #:	330-438-4489
Contact Address:	221 3rd St, SW Canton, Ohio 44702		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Policy Statement:

City's Police Hiring & Promotion Policy: All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

Police Department's Policy: The Canton Ohio Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline. The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Step 4b: Narrative Underutilization Analysis

When comparing the City of Canton, Ohio to the rest of the state, it may be said that Canton is demographically challenged. The city has a high rate of unemployment, which could explain its lower than normal base of income, low cost of housing, high rate of serious/violent crimes and a declining population. The black/African-American population is higher than the state's average. Yet, the age of the residents, is below the normal average. Females have a much higher employment rate (vs. the state average) in the food industry, health-care, social-type services, and/or transportation, whereas the males have a higher employment percentage in the industrial-manufacturing area. Examining the Utilization Analysis Chart for the City of Canton and the Canton Police Department, two areas of concern were noticed. The largest under-utilization of personnel is with the white female sworn-patrol officer at a (-22%), and the black/African American female at (-12%). The department has a history of under-utilization in this area, but it is of no fault of their own. The Police Department targets the female population during the hiring process, utilizing numerous avenues. Some of the departments current Female Officers are displayed on posters and in advertisements. They are also present at numerous locations, such as: Job Fairs, Local Schools and Colleges, and Neighborhood Events and/or Activities. The Officers are available to answer questions and to encourage females to join the force. The department continually strives to maintain a diverse department, but it is difficult to attract females to a historically male-dominated profession. The City offers a 16-week, Safety Forces Mentoring program. It assists potential prospects in preparing for the mental and physical aspects of the Police exam process. Unfortunately, this process is not as simple as most employment opportunities. It is much more involved and time "See Attachment"

Step 5 & 6: Objectives and Steps

1. Review the barriers for white and black/African-American female(s) for the entry-level Patrol Officer position.
 - a. After reviewing the departments potential recruitment barriers, a noticeable trend is seen within our hiring process. It begins with several candidates placing an application for the Patrol Officer position, with the majority being white males, followed by all other races and genders. The next 2-steps consist of a written exam and physical agility test. A significant number of candidates are lost in this phase, either they do not show-up for the test(s) or they are unable to obtain a qualifying score. It appears the candidates decide, for one reason or another, to not follow through, or they are just not prepared for the testing process.
 - b. Utilize current female Patrol Officers for in hiring ads, posters and/or pamphlets, and assign the female Patrol Officers to community/neighborhood events.
 - c. Advertise through media, social media, pamphlets and/or posters, and utilize the patrol officers which are actively involved in the recruitment process, to encourage the possible candidates to attend the 16-week, Safety Forces Mentoring Program the City of Canton Police Department provides at no cost.
 - d. Post female patrol officers at fairs, high schools and college events and/activities. Hand out employment pamphlets. Encourage the prospective female(s) with positive reinforcement, enlightening them with past and present female police officer success stories. Have female officers with families available to explain how they balance their private and professional life.
2. Increase recruitment for hiring and retaining females the entry-level sworn patrol officers
 - a. Some females find the written and/or the physical testing process difficult. Advise them of the 16-week, Safety Forces Mentoring Program and how to participate in it. Other available options are physical fitness centers/programs or a self-defense courses.
 - b. Inform the female candidate of the extensive training they will receive to prepare them for the job and the issues they may encounter.
 - c. Defuse concerns that a patrol officer can not have a family life. Explain how female officers have managed both their career and family life in the past and present.
3. Action plan to change the perception of a female's ability to be a patrol officer.
 - a. Continually review hiring procedures and statistics, determine if they are making a positive impact or should another course of action is needed.

- b. Prior to the testing phase of the hiring process, encourage the prospective female candidates to enroll in the 16-week Safety Forces Mentoring Program.
- c. Arrange for female Patrol Officers to attend activities or events involving job fairs, High Schools, and Colleges, with the mission of attracting women to the law enforcement profession. The female Patrol Officers will be available to answer questions the prospective candidates may have, such as the type of training they will receive and about the opportunities available to them. Inform candidates how family-oriented women are able to balance both, their family life with their law enforcement career.
- d. When the City has the financial ability to resume hiring, utilize sworn-female patrol officers to represent the police department. Display them on hiring ads, posters and/or pamphlets, Facebook, Twitter or other social media pages. Continue the recruitment process by assigning the female officers to community/neighborhood events, job fairs and/or other social gatherings/events.

Step 7a: Internal Dissemination

The City of Canton, Ohio Police Department plans to disseminate our Equal Employment Opportunity Plan (EEOP) Utilization Report internally by the below listed means:

- 1.) Hard copies of the EEOP Utilization Report will be disseminated to the Safety Director, the Chief and all supervisors.
- 2.) The Patrol Officers and Administrative Support employees will receive a notification through electronic mail with a copy of the EEOP Utilization Report attached.
- 3.) Informative posters with information on how to obtain a copy of the EEOP Utilization Report, will be strategically placed at the following locations: Civil Service Office, Human Resources, the Police Department Information Desk, the Police Department Roll-Call room, and all other Bureaus, Divisions and/or Units.
- 4.) A Copy of the Police EEOP Utilization Report will be available on the Police Department's intranet in the "H"-drive," "Department Shared" folder.
- 5.) The EEOP Utilization Report will be accessible on the internet through the City of Canton, Ohio Web-site (www.cantonohio.gov) under the "City Government" tab, "Public Safety," "Police" page and on the Police Department's Facebook page.
- 6.) Copies of the EEOP Utilization Report will be available upon request at the Civil Service Office, the Police Department's Information desk and/or in the Planning and Research Office.
- 7.) Letters and/or electronic mail, will be sent to the Police Department's vendors and/or contractors, advising how they may obtain a copy of the EEOP Utilization report.

Step 7b: External Dissemination

Listed below are the City of Canton Police Department plans for external dissemination of the EEOP Utilization Report:

- 1.) Informative posters with information on how to obtain a copy of the EEOP Utilization Report, will be strategically placed for both public and employee viewing at the following locations: the City of Canton's Civil Service Office, the Police Department Information Desk, and in all Divisions, Bureaus and/or Units.
- 2.) The EEOP Utilization Report will be available on the internet in the "City of Canton" web-site (www.cantonohio.gov) in the "City Government" tab, under the "Public Safety," "Police" page and on the Police Department's Facebook page.
- 3.) Copies of the EEOP Utilization report will be available upon request in the Civil Service Office, the Police Department's

Information Desk, and the Planning and Research Office.

4.) Upon request, a copy of the EEOP Utilization report may be obtained through electronic mail.

5.) When the Police Department utilizes a vendor and/or contractor, the vendor/contractor will be notified by mail or electronic mail on how to obtain a copy of the EEOP Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: Canton city, Ohio

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,750/55 %	0/0%	110/2%	0/0%	45/1%	0/0%	10/0%	0/0%	1,995/40 %	0/0%	125/2%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,415/34 %	65/1%	110/1%	0/0%	150/2%	0/0%	40/0%	4/0%	5,710/57 %	95/1%	320/3%	4/0%	65/1%	0/0%	10/0%	0/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	465/27%	0/0%	30/2%	0/0%	0/0%	0/0%	49/3%	0/0%	1,135/65 %	19/1%	45/3%	0/0%	0/0%	0/0%	10/1%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	24/86%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	795/89%	10/1%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%	55/6%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-1%	5%	0%	0%	0%	0%	0%	1%	0%	-1%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	102/77%	2/2%	16/12%	0/0%	1/1%	0/0%	0/0%	1/1%	8/6%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,620/41 %	45/1%	410/10%	0/0%	0/0%	0/0%	30/1%	30/1%	1,095/28 %	25/1%	580/15%	35/1%	0/0%	0/0%	75/2%	0/0%
Utilization #/%	36%	0%	2%	0%	1%	0%	-1%	-0%	-22%	-1%	-12%	-1%	0%	0%	-2%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	15/16%	0/0%	0/0%	0/0%	0/0%	0/0%	19/20%	0/0%	60/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	5/21%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	15/62%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,015/26%	15/0%	280/2%	10/0%	0/0%	30/0%	80/1%	7,295/63%	165/1%	635/5%	15/0%	20/0%	0/0%	0/0%	95/1%	10/0%
Utilization #/%	-5%	-0%	2%	-0%	0%	-0%	-1%	-0%	-1%	7%	-0%	-0%	0%	-1%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,465/86%	40/1%	280/7%	0/0%	0/0%	10/0%	0/0%	190/5%	0/0%	50/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,320/50%	235/2%	990/7%	4/0%	40/0%	70/0%	0/0%	5,020/34%	55/0%	835/6%	4/0%	4/0%	4/0%	0/0%	75/1%	15/0%
Utilization #/%																

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers									✓							

Law Enforcement Category Rank Chart

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Chief																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	6/67%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	14/93%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	102/77%	2/2%	16/12%	0/1%	1/1%	0/0%	0/0%	1/1%	8/6%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Linda Brown

Lieutenant

09-22-2016

[signature]

[title]

[date]

Narrative of Interpretation

(Step 4b of 7)

When comparing the City of Canton, Ohio to the rest of the state, it may be said that Canton is demographically challenged. The city has a high rate of unemployment, which could explain its lower than normal base of income, low cost of housing, high rate of serious/violent crimes and a declining population. The black/African-American population is higher than the state's average. Yet, the age of the residents, is below the normal average. Females have a much higher employment rate (vs. the state average) in the food industry, health-care, social-type services, and/or transportation, whereas the males have a higher employment percentage in the industrial-manufacturing area.

Examining the Utilization Analysis Chart for the City of Canton and the Canton Police Department, two areas of concern were noticed. The largest under-utilization of personnel is with the white female sworn-patrol officer at a (-22%), and the black/African American female at (-12%). The department has a history of under-utilization in this area, but it is of no fault of their own.

The Police Department targets the female population during the hiring process, utilizing numerous avenues. Some of the departments' current Female Officers are displayed on posters and in advertisements. They are also present at numerous locations, such as: Job Fairs, Local Schools and Colleges, and Neighborhood Events and/or Activities. The Officers are available to answer questions and to encourage females to join the force.

The department continually strives to maintain a diverse department, but it is difficult to attract females to a historically male-dominated profession. The City offers a 16-week, Safety Forces Mentoring program. It assists potential prospects in preparing for the mental and physical aspects of the Police exam process. Unfortunately, this process is not as simple as most employment opportunities. It is much more involved and time consuming, with several different stages of testing. A large portion of the Female candidates sign up to begin the process, but then don't appear for the first-step, the written exam.

The ability to retain Female Patrol Officers, to some extent, may also play a part in their under-utilization. The scheduled work hours might not be conducive to family life and/or children. Officers annually bid on job positions and/or shifts by seniority, in accordance with the Canton Police Patrol Officers Union contract. This results in the least senior Patrol Officer having to work an undesired shift or position. A couple of our past Female Officers have found this incompatible with their home life, and therefore, they resign.

Other areas of under-utilization are with white males as Administration Support (-5%) and white males in Protective Services, as Sworn-Officials (-4%). It is difficult to recruit males into

the Administration Support positions with lower wages than those offered by the industrial-manufacturing industry. Many of these positions require excellent typing skills and/or computer skills and experience with clerical and/or secretarial duties. As for the under-utilization for Sworn-Officials, the city plans on promoting in January of 2017, which should alleviate their current under-utilization.

The Canton Police Department strives to maintain a diverse work place and will continue in its efforts to hire and retain more female patrol officers, as well as personnel in other areas of concern. Unfortunately, the City of Canton is currently in a financial crisis and under a hiring freeze. When the financial issues are resolved, the department will continue with its persistent quest to preserve its diversity.

Discriminatory Harassment

328.1 PURPOSE AND SCOPE

This policy is intended to prevent Department members from being subjected to discrimination or sexual harassment.

328.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to the following Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standard: 2.3

See attachment: OCLEAC Standard 2.pdf

328.2 POLICY

The Canton Ohio Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

328.3 DEFINITIONS

328.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping, engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material, making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to policy and to a work environment that is free of discrimination.

Canton Ohio Police Department

Policy Manual

Discriminatory Harassment

328.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the member.
- (c) Such conduct that has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

328.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Ohio Civil Rights Commission.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communications between supervisor and member.

328.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

328.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission (ORC § 4112.02).

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police, Administrative Coordinator or the Safety Director.

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Discriminatory Harassment

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

328.4.1 SUPERVISOR RESPONSIBILITIES

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure their subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Chief of Police or Administrative Coordinator in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

328.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

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328.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination or harassment shall be fully documented, and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

328.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

328.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and (except as herein provided) no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Administrative Coordinator or the Safety Director.

328.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

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328.6 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

328.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- Approved by the Chief of Police, Administrative Coordinator or Safety Director if more appropriate.
- Maintained for the period established in the department's records retention schedule.

328.8 TRAINING

All new employees shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new employee. The employee shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.

All employees shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

328.8.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Administrative Coordinator or the Safety Director for further information, direction or clarification.

OCLEAC Standard 2.pdf



OHIO COLLABORATIVE
LAW ENFORCEMENT AGENCY CERTIFICATION

STANDARDS COMPLIANCE CHECKLIST

Standard Number: 2

AGENCY EMPLOYEE RECRUITMENT AND HIRING The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

2.1 Policy statement

A directive establishes the agency's recruitment and hiring policy statement for sworn personnel and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring policy statement.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring policy statement.
- # c. agency provides documentation showing compliance.

Comments: _____

2.2 Recruitment plan

A directive establishes the agency's recruitment plan for sworn personnel and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's recruitment plan.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's recruitment plan.
- # c. agency provides documentation showing compliance.

Comments: _____

2.3 Employee recruitment and hiring equal employment opportunity plan

A directive states the agency's plan on equal employment opportunity for sworn personnel and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's equal employment opportunity plan.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's equal employment opportunity plan.
- # c. agency provides documentation showing compliance.

Comments: _____

2.4 Employee recruitment and hiring qualifications

A directive establishes the agency's qualifications for sworn applicants and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring qualifications.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring qualifications.
- # c. agency provides documentation showing compliance.

Comments: _____

2.5 Application process

A directive establishes the agency's sworn application process including but not limited to physical examinations, emotional/ psychological examinations, and background checks and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's application process.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's application process.
- # c. agency provides documentation showing compliance.

Comments: _____

2.6 Selection process

A directive establishes the agency's selection process for hiring sworn personnel and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's selection process.
- # c. agency provides documentation showing compliance.

Comments: _____

2.7 Annual review/ analysis of recruitment and hiring process

A directive requires the agency to conduct a documented annual review/ analysis of its sworn personnel recruitment and hiring process and

- # a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- # b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's annual review/ analysis of recruitment and hiring process.
- # c. agency provides documentation showing compliance.

Comments: _____

Agency Name: _____ ORI # _____

Agency Contact: _____ Contact # _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Canton, Ohio Police Department	
Address: 221 3rd St, SW, Canton, Ohio 44702	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: 78-576-8011 (0000)	Vendor Number (only if direct recipient) 346000504
Name and Title of Contact Person: Lieutenant Linda Brown, #12	
Telephone Number: (330) 438-4489	E-Mail Address: linda.brown@cantonohio.gov

Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title Signature Date

Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:

[organization],

[address].

Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEO Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEO Short Form to the OCR for review.

I, Lt. Linda Brown [responsible official], certify that the Canton Ohio Police Department [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on August 30, 2016 [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Lt. Linda Brown #12



09/22/2016

Print or Type Name and Title Signature Date