

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



G.O. Number: 13.2	Subject: Equal Employment Opportunity & Recruitment
Chapter: Recruitment	Number of Pages: 3
CFA Standard(s): 8.01, 8.02, 8.03	Effective: 10-11-2024
By Order of Chief of Police: Reo B. Hatfield III 	Revised: Status: Amended

SECTIONS:

- 13.2.1 Work Force Analysis**
- 13.2.2 Recruitment Plan**
- 13.2.3 Equal Employment Opportunity Plan**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish a recruitment plan and an equal employment opportunity plan for the South Miami Police Department.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to recruit, hire, train, and promote into all job levels, employees, and applicants for employment without regard to race, color, age, sex, national origin, religion, marital status, sexual orientation, or disability. The department bases all such decisions on individual merit, qualification, and competence, as they relate to the particular position and promotion of the principle of equal employment opportunity.

PROCEDURE:

13.2.1 Work Force Analysis

- A. The South Miami Police Department will attempt to maintain ethnic and gender composition in the ranks of sworn personnel in approximate proportion to the makeup of the available workforce within the City of South Miami. Statistical information will be obtained from the most recent census and modified by more recent City calculations,

If applicable. Comparisons are to be made annually, using the City population statistics and South Miami Department of Sworn Workforce demographics. The analysis will be completed and submitted to the Chief of Police by Professional Compliance, in conjunction with the Human Resources Manager.

- B. To ensure such an effort is ongoing, the South Miami Police Department will prepare a recruitment plan. The overall goal of the recruitment plan is to have the ethnic and gender composition of sworn officers approximate the ethnic and gender composition of the available workforce; while at the same time, attracting the most highly qualified applicants for the job.

13.2.2 Recruitment Plan

- A. The South Miami Police Department is committed to employing the best law enforcement personnel possible and recognizes the importance of its employees reflecting the community it serves. The South Miami Police Department will work in conjunction with the Human Resources Manager, to determine which groups of people are underutilized and will make every attempt to draw from those groups when the hiring decision is being made.
- B. To maintain a ratio of minority and female groups of employees in approximate proportion to the demographics of the City of South Miami jurisdiction, the department will follow a recruitment plan, which will include the following elements:
 - 1. A statement of measurable objectives.
 - 2. A plan of action to achieve the objectives and
 - 3. A procedure for periodically evaluating the progress toward the objectives and for revising/reissuing of updated plans.
- C. An annual analysis of the recruitment plan shall be conducted by Professional Compliance. The recruitment plan will be updated whenever a position becomes available.
- D. Professional Compliance is responsible for reviewing, adhering to, and updating (if necessary) the recruitment plan whenever a position becomes available. The recruitment plan is available for review at Professional Compliance.

13.2.3 Equal Employment Opportunity Plan

The South Miami Police Department administers its hiring practices in a manner consistent with the City of South Miami Employee Policies and Procedures Manual.

- A. The City of South Miami is an equal opportunity employer, and as such, the Police Department will follow equal opportunity plans and guidelines established by the City. The department may alter this policy at any time to maintain compliance with appropriate laws and court rulings.

- B. The plan ensures equal opportunity for employment and employment conditions for minorities and females. The plan is based on an annual analysis of the department's employment policies, practices, and procedures.