



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1260
TOPIC: EQUAL EMPLOYMENT OPPORTUNITY
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
DATE: 1-1-2024
SUPERSEDES: G.O. 1260, 2023
REFERENCE: City Human Resources Policy Bulletin 2022-1; Mayor's Administrative Regulation #44

I. POLICY

The Lincoln Police Department endeavors to hire, train, compensate, assign, and promote all persons on the basis of merit. The department is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices.

II. PROCEDURE

A. Practices

1. The Department will follow the City's Nondiscrimination/Anti-Harassment Policy and Mayor's Administrative Regulation #44, both are incorporated by reference, to treat applicants and employees fairly and equally, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or perceived disability, marital status, citizenship, national origin, genetic information, ancestry, pregnancy, veteran's status or any other basis or characteristics protected by law. (3.1.2, 31.2.1)
2. The department is committed to the fair and equal treatment of all employees and applicants.
3. The department shall endeavor to recruit and retain employees that reflect the diversity of the community in approximate proportion to the makeup of the available workforce. (31.2.1)
4. The equal opportunity personnel practices of the department will include, but not be limited to, the following elements:
 - a. All employment and promotional processes will be structured, job-related and nondiscriminatory in accordance with Education and Personnel Unit processes, and with the assistance of the City's Human Resources.
 - b. Supervisors will ensure that employees have an opportunity to apply and qualify for appropriate training and job openings.
 - c. All employee annual job performance evaluations will include a review of matters relating to equal employment opportunity.
 - d. All supervisors' annual job performance evaluations will include a review of their performance in handling employee workplace complaints.
 - e. All internal EEO complaints received by the department will be forwarded immediately to City Human Resources for an investigation, which may involve an outside investigator.
 - f. If it's determined the alleged misconduct creates a potential health and/or safety risk to employees or others, immediate action may be taken by the Department to prevent further harm during the investigation by City Human Resources.

B. Prohibited Conduct and Responsibilities (26.1.3)

1. The department prohibits any violation of this policy, City's Nondiscrimination/Anti-Harassment Policy (2022-1) and/or the Mayor's Administrative Regulation #44.
2. All department members have the responsibility to create a work environment free of discrimination, harassment, or retaliation by immediately reporting real or perceived violations of this policy, the City's Nondiscrimination/Anti-Harassment Policy, and/or the Mayor's Administrative Regulation #44.

- a. Supervisors may be held personally liable for violations of the guidelines established by the equal employment opportunity laws which govern the workplace.
- 3. Any employee, who is not a victim, but believes they witnessed a violation of this policy or related policy, is required to report the violation.
- 4. Any employee or applicant who feels they have been the victim of behavior in violation of this policy is encouraged to report a violation of this policy or related policy.

C. Application of Policy

- 1. The policy applies to any workplace setting, to include but not limited to the main station, substations, department owned vehicles, meetings, training, work-related travel, and department sponsored social events.
- 2. This policy applies to the use of any department resources, to include but not limited to records management system, MDC, email, and cellular telephones.

D. Equal Employment Opportunity Officer (31.1.2)

- 1. With the assistance of City's Human Resources, the captain of the Education and Personnel Unit is responsible for ensuring that personnel hiring practices are reviewed annually and conform to the law and this General Order. Any deficiencies shall be reported to the chief of police and/or the City's Human Resources.
 - a. Coordination of equal employment opportunity training.
- 2. The sergeant assigned to the Professional Standards Unit is designated as the EEO sergeant for the department and will fulfill this responsibility under the supervision of the chief of police and with the assistance of the City's Human Resources. The duties of the EEO sergeant include, but will not be limited to:
 - a. Coordination with Human Resources for the review of complaints in violation of EEO policy.
 - b. Evaluation and refinement of the department EEO practices.
 - c. Serving as liaison to the City Human Resources Department and other agencies on matters concerning equal employment issues.
 - d. Receive the yearly evaluation EEO form.
 - e. Maintain records of department complaints, to include the yearly evaluation EEO form, referred to City's Human Resources pursuant to this policy.

III REPORTING

- A. A report of a violation of this policy, the City's Nondiscrimination/Anti-Harassment Policy (2022-1), and/or the Mayor's Administrative Regulation #44 should be documented on the Human Resources' Harassment Complaint Form and sent to:
 - 1. The City's Human Resources;
 - 2. The EEO sergeant; or
 - 3. Any supervisor.
- B. When a complaint is brought to the attention of the EEO sergeant or supervisor;
 - 1. The employee or applicant should be encouraged to complete the City Human Resources' Harassment Complaint Form. If the employee or applicant does not want to complete the form, the EEO sergeant or supervisor shall complete the form with as much detail as provided.
 - 2. The supervisor or EEO sergeant shall immediately forward the Harassment Complaint Form to City Human Resources.
 - a. The process for investigating EEO complaints will be governed by the City's Human Resources investigative processes.
 - b. If the complaint is not EEO related, City Human Resources will return the complaint to the EEO sergeant for review. Any investigation required will be made pursuant to General Order 1430.
 - 3. If the EEO sergeant receives a yearly evaluation EEO form indicating the employee witnessed or experienced harassment or discrimination, the EEO form will immediately be delivered to City Human Resources.

C. Other Investigating Agencies:

The employee may also utilize one of the following investigating agencies:

1. The Nebraska Equal Opportunity Commission.
2. The Federal Equal Opportunity Commission.

