

| | | |
|----------------|---|---------------------------|
| Date: 03/25/19 | HILLSBOROUGH COUNTY SHERIFF'S OFFICE CHAD CHRONISTER, SHERIFF STANDARD OPERATING PROCEDURE | Number: GEN 200.01 |
| Revision: NEW | | |
| Reviewed: NEW | | Page: 1 of 2 |

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

- I. **PURPOSE:** The purpose of this standard operating procedure is to ensure an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, physical/mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military/veteran status, and any other characteristic protected by applicable law.

- II. **SCOPE:** This procedure shall apply to all Sheriff's Office applicants and employees.

- III. **DISCUSSION:** The Sheriff's Office believes that diversity and inclusion among our applicants and personnel is critical to our success as a community partner, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

- IV. **DEFINITIONS:**
 - A. **Equal Employment Opportunity Commission (EEOC)** - The entity responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information. The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

 - B. **Equal Employment Opportunity/Diversity Representative** - The Sheriff's Office representative responsible for monitoring and evaluating compliance with equal opportunity laws, guidelines, and policies to ensure that employment practices and contracting arrangements give equal opportunity.

 - C. **Affected Persons** - Persons who are affected by workplace discrimination as defined by the EEOC.

- V. **PROCEDURE:**
 - A. **Equal Employment Opportunity Policy**
 1. It is the policy of the Sheriff's Office to recruit and employ persons without regard to race, color, religion, sex, pregnancy, national origin, age, physical/mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military/veteran status, and any other characteristic protected by applicable law. Persons seeking employment with or employed by the Sheriff's Office shall be treated equally with respect to all employment practices including screening, advertising, recruitment, selection, appointment, promotion, demotion,

assignment, training, hiring, leave practices, rates of pay, fringe benefits, and other forms of pay.

2. The Sheriff's Office will ensure compliance with Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Executive Order 11246, Executive Order 11375, and all other state and federal laws and regulations, as they apply to equal employment opportunities.
 3. The Human Resources Division Commander serves as the Equal Employment Opportunity/Diversity Representative for the Sheriff's Office.
 4. The Sheriff's Office shall create, submit and disseminate the following documents every two years:
 - a. Equal Employment Opportunity Plan (EEOP) to the Department of Justice Office of Civil Rights
 - b. EEO-4 to the U.S. Equal Employment Opportunity Commission
- B.** Internal Complaint Process - Affected persons who wish to file an internal complaint for investigation have two ways to initiate the process.
1. The affected persons may submit a complaint written using an inter-office memorandum and addressed to the District/Division Commander.
 2. The affected persons may submit a complaint written using an inter-office memorandum and addressed to the Human Resources Division Commander.
- C.** External Complaint Process - Affected persons who wish to file an external complaint have multiple ways to initiate the process with the EEOC. There are specific time limits (180 days) within which a charge must be filed. Under certain circumstances, the limit may be extended to 300 days.
1. Contact the EEOC National Contact Center at 1-800-669-4000 to speak with a representative.
 2. Go to the EEOC Public Portal (<https://publicportal.eeoc.gov/portal/>) to submit an inquiry online and schedule an intake interview.
 3. Visit the Tampa Field Office located at: 501 Polk Street East, Suite 1000, Tampa, Florida 33602. Appointments are encouraged. For hours of operation and more information, visit the EEOC website (<https://www.eeoc.gov>) or call 813-228-2310.

Chad Chronister
Sheriff