



## CENTREVILLE POLICE DEPARTMENT

<b>Title:</b> Merit System Policy	<b>Directive #:</b> 4.1
<b>Issued:</b> 10.1.2016	<b>Revised:</b> 10.1.2016
<b>Approved by:</b> Charles M. Rhodes, Jr. Chief of Police	

### A. Applicability

The compensation, classification, and status of employees shall be determined in accordance with guidelines established in the Code of the Town of Centreville in conjunction with the Town Council. All Department employees shall also be governed by the policies, procedures, and rules of the Centreville Police Department to the extent they are not in conflict with guidelines provided in the Town Personnel Manual.

### B. Employment

#### 1. Policy

It is the policy of the Town of Centreville and Centreville Police Department to provide employment and promotional opportunities without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability. The masculine gender, as used herein, refers to all persons, both male and female.

#### 2. Objectives

- a. To establish selection criteria that is job-related and predictive of the applicant's aptitude to successfully complete the entrance level training and to successfully perform on the job.
- b. To assure that the selection criteria do not have a disproportionate impact upon any group with regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability; unless said criterion is demonstrated to be a bona-fide occupational requirement.
- c. To assure that all personnel involved in the recruitment, selection and training of employees are knowledgeable of equal employment opportunity principles and demonstrate these principles during the exercise of their responsibilities.
- d. To recruit applicants that can successfully meet selection criteria without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability.
- e. To establish promotional criteria that is job-related and predictive of the applicant's aptitude to successfully perform in the promotional grade.

- f. To assure that the promotional criteria do not have a disproportionate impact upon any group with regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability, unless said criteria is demonstrated to be a bona-fide promotional requirement.
- g. To assure that all personnel involved in the administration of the promotional process are knowledgeable of equal employment opportunity principles and demonstrate these principles in the exercise of their responsibilities.
- h. To assure that all positions within the Department are available to persons without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, gender identification, or physical or mental disability, unless such a position has been demonstrated to require a specific group of people or exclude a specific group of people because of a bona-fide occupational requirement.
- i. To assure that those placed in positions of authority, supervision, and management are knowledgeable of equal opportunity principles and apply these principles with fairness and impartiality in the exercise of their responsibilities.
- j. To maintain appropriate recruitment, selection, and employment records for required Federal and State reports and for evaluating and accomplishing the objectives outlined herein.