

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Equal Employment Opportunity Plan		CHAPTER/SECTION NO.: 21.3	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 31.2.1, 31.2.2, 31.2.3			

21.3 Policy

- 21.3.1 The Weber County Sheriff's Office adopts by reference the Weber County Equal Employment Opportunity Plan, as contained in Weber County Policy and Procedures.
- 21.3.2 The Sheriff or his/her designee will annually review those sections of the plan that apply to the Sheriff's Office and monitor compliance or non-compliance.
- 21.3.3 Whenever possible, Office minority, protected class and bilingual employees shall be included in formal recruiting presentations including but not limited to: school career days, job fairs and at community festivals throughout the year, such as Martin Luther King Day, Black History Month (February), Cinco De Mayo (May) and the Weber County Fair.
- 21.3.4 Weber County Sheriff's Office representatives will make every effort to seek out and recruit qualified applicants, particularly minorities and bilingual applicants, for the Office hiring process.
- 21.3.5 **Recruitment Program Evaluation Procedure:** At least annually, the recruitment coordinator or designee will:
 - A. Review the recruitment plan
 - B. Review recruitment after-action reports.
 - C. Submit a report summarizing program progress,

with recommendations regarding program changes or implementation.