

MARYLAND DEPARTMENT OF STATE POLICE
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM ABRIDGED PLAN

In Accordance with SPP §5-205 (a)(3)

- 1. The Maryland Department of State Police (“MDSP”) leadership demonstrates its commitment to EEO by affirming EEO policies, communicating EEO messages, and modeling EEO in personnel practices.**
 - 1.1 Communicate to MDSP employees an affirmation of the MDSP’s mission to (1) administer and enforce State and Federal EEO laws and policies; (2) promote a work environment free of any unlawful discrimination, harassment, bullying, and retaliation; and (3) assist in the building of a diversified workforce for MDSP employees and applicants.
 - 1.2 Provide notice to each MDSP employee that includes (1) the protection and remedies against employment discrimination under (i) the State Personnel and Pension Article, (ii) the laws governing the Maryland Commission on Civil Rights, and (iii) the laws governing the Equal Employment Opportunity Commission; and (2) applicable time limitations for filing complaints.
 - 1.3 Communicate the protections associated with the American Disabilities Act and the process to request a reasonable accommodation to each MDSP employee.
 - 1.4 Review and update Maryland EEO policies addressing EEO policies and promulgate the updated policies.
 - 1.5 Communicate the MDSP’s EEO policies to all MDSP job candidates.
- 2. MDSP leadership will take actions to prevent EEO discrimination in hiring, promotion, and leadership development.**
 - 2.1 Communicate a process to ensure Agency-wide utilization of diverse hiring panels for conducting interviews for all positions within the MDSP.
 - 2.2 Identify and make available training and developmental opportunities and review patterns of participation to eliminate barriers, as necessary.
 - 2.3 Review and evaluate managerial and supervisory performance to ensure a continuing application and enforcement of the EEO policies.
 - 2.4 Provide for the prompt, fair, and impartial processing of EEO and bullying complaints.

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- 2.5 Take prompt and appropriate disciplinary action against MDSP employees who engage in discriminatory practices or bullying.
 - 2.6 Post, in common areas, the names, business telephone numbers, and business addresses of the State EEO Coordinator, the MDSP Fair Practices Officer, EEO Officer, and ADA Officer.
- 3. MDSP leadership will encourage and promote targeted outreach, recruitment and retention activities for underrepresented groups (minorities, women, and individuals with disabilities).**
- 3.1 Provide input to the MDSP's Human Resources Director to promote recruitment and outreach activities for minorities, women, and individuals with disabilities for permanent employment.
 - 3.2 Develop training or identify and make available the opportunity to participate in leadership trainings and/or professional development programs.
 - 3.3 Explore the existence within the Agency's practices and procedures of barriers to the mobility of minorities in the MDSP workforce.
- 4. MDSP leadership will take steps to ensure that commanders, managers, supervisors and employees have access to EEO and ADA training and education that address relevant policies, practices and regulations.**
- 4.1 Upon hiring or promotion to a managerial or supervisory position, the individual shall be given access to EEO and ADA training and education that address relevant policies, practices and regulations. The individual shall complete the initial training within three months of the date of hire or the date of promotion.
 - 4.2 Make available EEO and ADA training to current MDSP managers and supervisors via the HUB.
 - 4.3 Promote continual awareness of available resources, mechanisms and/or discussion forums for MDSP employees to raise concerns related to discrimination, harassment, and bullying without fear of reprisal.
 - 4.4 Conduct periodic workshops to educate MDSP employees on EEO, ADA and Employee Assistance Program (EAP) resources available to all Maryland State employees, and disseminate timely information via ODEI Communique Newsletter.