

**MARYLAND DEPARTMENT OF STATE POLICE**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT AND PLAN**

The mission of the Maryland Department of State Police (MDSP) is to serve the people of Maryland and those who visit our State through purposeful policing that protects our citizens, prevents criminal acts and traffic crashes, and provides the highest quality of law enforcement services available anywhere. This is accomplished through a network of local barracks and specialized units working in consultation and cooperation with allied public safety agencies to address issues impacting public safety in Maryland and each jurisdiction through an inter-jurisdictional strategy.

The vision is to serve and protect the citizens of Maryland while remaining focused on our core values of integrity, fairness and service.

**I. Purpose:**

The purpose of the Equal Employment Opportunity Policy Statement and Plan is to communicate to employees, job applicants, State and federal regulatory agencies, and members of the public, the agency's commitment to providing a work environment free from discrimination, harassment, intimidation, coercion, and retaliation, as prohibited by law.

**II. Policy Statement:**

It is the continuing policy of the MDSP to comply with all applicable federal and State laws prohibiting discrimination and to provide equal opportunity to all employees and applicants for employment, programs, and services without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation (belief or opinion), sex, sexual orientation, or condone reprisal, in matters affecting employment and providing equitable access to programs, activities, and public services. In addition, MDSP does not condone, nor will it tolerate sexual harassment or gender-based bias in any form or to any degree. Acts opposing discrimination are protected as long as the employee was acting on a reasonable belief that something in the workplace is discriminatory.

The MDSP complies with all applicable federal and State laws prohibiting discrimination in employment, programs, activities, and public services, including but not limited to:

- **State Personnel and Pensions Article of the Annotated Code of Maryland, Title 2-302 and Title 5, Subtitle 2;**
- **Executive Order 01.01.2007.16, Code of Fair Employment Practices;**
- **State Government Article, Title 20;**
- **Title VII of the Civil Rights Act of 1964;**
- **Title I of the Americans with Disabilities Act (ADA);**
- **The Age Discrimination in Employment Act (ADEA);**
- **The Equal Pay Act of 1963 (EPA).**

The MDSP is committed to providing equal employment opportunity for all employees and applicants on the basis of merit and without regard to race, color, religion, sex, age, national origin, sexual orientation, and physical or mental disability. The objective is to promote full realization of equal employment opportunity through a continuing affirmative employment program that aims to eliminate discrimination based on factors irrelevant to job performance. Within the agency, every effort will be made to ensure that all employment decisions and personnel actions, including recruitment, selection, training, promotion, transfer, and benefits are administered in conformance with federal statutes and

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regulations governing equal employment and personnel management. This commitment must be an integral part of every aspect of the MDSP personnel policy.

Management at every level will be held accountable for upholding and translating into action the provisions of this policy, and maintaining a work environment free from discrimination. In addition, managers and supervisors are responsible for cooperating with EEO officials in complaint matters and are expected to support the participation of their employees in EEO matters.

Bureau chiefs, commanders, and directors shall disseminate this policy to all persons under their authority and shall conspicuously post copies in the common areas of their respective facilities. All MDSP employees are responsible for adherence to this policy. Anyone found to be in violation of the policy will be subject to disciplinary action, up to and including termination. It is the policy of the MDSP that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.

The MDSP will foster a highly qualified and diverse workforce to support its mission. The MDSP's goal is to have a workforce that is reflective of our State. We will develop and implement policies that promote equal employment opportunity and workforce diversification reflective of the availability of women, minorities, and persons with disabilities in the relevant labor market. The MDSP will develop and implement programs, activities, and workgroups to acknowledge and educate employees about diversity and cultural differences.

The MDSP Fair Practices Officer is responsible for ensuring that full cooperation is provided by all agency employees in the processing and resolution of complaint matters and investigations within the agency. The Department's Office of Diversity, Equity, and Inclusion shall serve as the repository for all discrimination, harassment and retaliation complaints.

A policy of fair practices supports the belief of the MDSP that, we must treat each other with mutual trust, respect, fairness and dignity. The strength of our organization in accomplishing its mission depends on the ability of our employees to communicate and function together effectively. A workforce that nourishes respect and fairness among colleagues enhances morale and encourages similar relationships with the public we serve.

### **III. Complaint Procedure:**

Participation in a complaint process is protected from retaliation. An employee or applicant for employment, may file a complaint of discrimination with the head of the principal unit, fair practices officer, or equal employment opportunity officer.

- 1) Complaints must be filed within *one-year* (365) days after first knowing or reasonably knowing of the alleged violation.
- 2) The complaint should be made in writing and signed, using the Discrimination-Harassment Incident Report (MSP Form 51).
- 3) Within *thirty* (30) days, the EEO Officer shall investigate the complaint and recommend a proposed decision to the head of the principal unit.
- 4) The head of the principal unit (or designee) shall issue a written decision to the Complainant and may grant an appropriate relief.

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**Appeal Process**

- 1) Within *ten* (10) days after receiving a decision, a Complainant may appeal the decision in writing to the Statewide EEO Coordinator.
- 2) Within *thirty* (30) days after receiving an appeal, the Coordinator shall review the complaint and the decision being appealed, conduct any necessary investigation, and determine if a violation has occurred.
- 3) If it is determined that a violation has not occurred, the complaint shall be dismissed and the decision is final.
- 4) If it is determined that a violation has occurred, appropriate remedial action shall be taken.

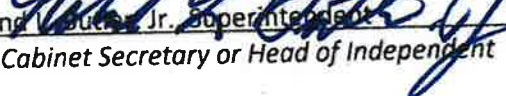
**Election of Procedures**

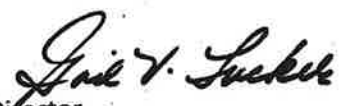
Employees in the State Personnel Management System may elect to pursue an allegation of employment discrimination under (1) the aforementioned complaint procedure, or (2) the grievance procedure in Title 12 of the State Personnel and Pensions Article of the Annotated Code of Maryland.

In addition to filing a complaint according to this complaint procedure, an employee or applicant for employment, may also file a complaint of discrimination with the Maryland Commission on Civil Rights (MCCR), or the U.S. Equal Employment Opportunity Commission (EEOC), or in Court.

For inquiries related to departmental policy, please contact:

Office of Diversity Equity and Inclusion  
Maryland Department of State Police  
1201 Reisterstown Road, Bldg. C  
Pikesville, Maryland 21208  
410-653-4279 [Office]  
410-653-4532 [Fax]

  
Colonel Roland L. Butler, Jr., Superintendent  
Signature of Cabinet Secretary or Head of Independent Agency

  
Gail V. Tucker, ODEI Director  
Signature of Fair Practices Officer or Designee

Date

10/03/2023