

# Assessing Town of Cape Elizabeth Policies for Racial Equity and Equality



The purpose of this form is to help evaluate the existing policies and procedures across the different departments in the Town of Cape Elizabeth for systemic and structural racism, and to aid in providing recommendations for policies to promote greater equity and inclusion. This form should also be used to evaluate new policies and procedures before implementation.

## Five Steps for Completion of Form

1. Determine Department and policies to evaluate
2. Determine purpose of policy and impact on community
3. Provide recommendations/changes to policy if needed
4. Draft recommendations and report to committee
5. Report completed information to Town Council

# Assessing Town of Cape Elizabeth Policies for Racial Equity and Equality

## Step 1 – Determine department and policies to evaluate

Department :

Policy :

Manager Name :

Manager Contact :

## Step 2 – Determine purpose of policy and impact on community

Purpose of Policy :

Impacts :

2b: Which racial equity areas does this policy primarily impact?

Employment

  
  

Community Opportunities

Environment

Immigration

Housing

2c: What is the root reason of the inequality caused, what are the unintended or potential unintended consequences of the policy, what harm has been or can be caused by this.

### **Step 3** – Provide recommendations/changes to policy if needed

Given what you have learnt from your evaluation, what changes would you recommend to the policy to address the inequalities identified? What impact will these changes have on the inequality? What impact will these changes have on the intention of or implementation of the policy as it currently exists?

This is a Draft Example

**Step 4** – Draft recommendations and report to committee

**Step 5** – Report completed information to Town Council

This is a Draft Example

# Definitions

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Institutional Racism -

Structural Racism -

This is a Draft Example