

EEOP Short Form



Fri Dec 07 13:39:18 EST 2007

Step 1: Introductory Information

Grant Title:	COPS Other Tech Grant Program	Grant Number:	2007-UM-WX-0928
Grantee Name:	Twin Pines Police Department	Award Amount:	\$610,528.00
Grantee Type:	Local Government Agency		
Address:	389 Main Street Twin Pines, Nevada 89600		
Contact Person:	Captain Cullen Roberts	Telephone #:	775-327-6600-200
Contact Address:	389 Main Street Twin Pines, Nevada 89600		
DOJ Grant Manager:	K.W. Santiago	DOJ Telephone #:	202-305-3148

Grant Title:	OVW STOP Violence Against Women Grant Program	Grant Number:	07-4589-08
Grantee Name:	Twin Pines Police Department	Award Amount:	\$125,000.00
Grantee Type:	Local Government Agency		
Address:	389 Main Street Twin Pines, Nevada 89600		
Contact Person:	Major Juanita Williams	Telephone #:	775-327-6600-201
Contact Address:	389 Main Street Twin Pines, Nevada 89600		
State Granting Agency:	Nevada Department of Finance and Administration	Grant Number:	45-2367-07
Contact Name:	Thomas Bienville		
Contact Address:	4560 Lincoln Avenue Reno, Nevada 89600		
Telephone #:	775-456-1000-21		

Policy Statement:

On October 15, 2006, the City Council of Twin Pines passed the following resolution:

Consistent with previous statements of the Council, and in accordance with federal, state, and local laws, the City of Twin Pines is committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, age, sexual orientation or preference, marital or family status, or political affiliation.

The Twin Pines Police Department published General Order 06-2504 on May 1, 2007, which restated the City Council's

October 15, 2006, nondiscrimination policy and set forth revised in-house procedures for filing, investigating, and resolving complaints alleging unlawful employment discrimination.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for the Twin Pines Police Department (TPPD) made the following observations:

Given the small numbers in the job categories Officials/Administrators (4), Professional (14), Technician (18), Skilled Craft (1), and Service Maintenance (19), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy that in all except one job category (Protective Services: Sworn--Officials) there is an underutilization of Hispanic males.

More significant, is the underutilization of Hispanic males (-8%) and white women (-15%) in the job category of Protective Services: Sworn--Patrol Officers.

In keeping with the TPPD's commitment to having a workforce that reflects the community it serves, the TPPD will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic men and White women to apply for entry-level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Hispanic males and White women from applying for entry-level police officer positions

- a. The TPPD will arrange to meet separately with recent Hispanic male recruits and with female recruits to find out how they learned about the opportunity to become a TPPD officer. The TPPD will also inquire as to whether anything in the recruitment or training process might be changed to encourage more Hispanic males and more females to become TPPD officers. Based on their feedback, the TPPD will reexamine its outreach and training efforts and develop a revised outreach program within six months, prior to the next recruitment cycle.
- b. Building on TPPD's already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the TPPD will review the comments from Hispanic male patrol officers and all female patrol officers who voluntarily left the TPPD in the last 12 months and who had three years of service or less. Based on this research, the TPPD will review how its employment policies may affect the recruitment and retention of Hispanic male patrol officers and female patrol officers.

2. Target Hispanic males and White women in police recruitment campaigns

- a. To attract Hispanic male recruits, the TPPD's community liaison office plans in the next six months to send a recruitment team to participate in job fairs and career days at Whitman High School, Kennedy Multicultural High School, and Ballard Junior College. All are located in the Fremont District of Twin Pines, which has a significant Hispanic population.
- b. To attract Hispanic male recruits, the TPPD plans within the next three months to make a presentation at the Fremont Veterans Association (FVA) on job opportunities at the TPPD for returning veterans, highlighting in particular entry-level positions for sworn officers. The FVA has a significant Hispanic membership.
- c. To attract female recruits, within the next six months the TPPD will send a recruitment team (including, if possible, at least one female officer) to career days and job fairs at large local public and private high schools that have a significant female enrollment (i.e., Twin Pines Consolidated High School, St. Anne's Academy, Sierra Central High School, and others). The recruitment team will make presentations that will highlight career opportunities for women as sworn officers at TPPD.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all employees in a supervisory position.
2. Send an e-mail and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Short Form is available on request.

3. Post a copy of the EEOP Short Form on the TPPD's intranet service, an in-house electronic communication network.
4. Include a bound copy of the EEOP Short Form among the materials displayed in the lobby of the TPPD's Human Resources Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the TPPD's public website.
2. Distribute bound copies of the EEOP Short Form to local public libraries for display in their reading rooms.
3. Include on all job announcements for TPPD positions that applicants may obtain a copy of the TPPD's EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the TPPD that a copy of the TPPD's EEOP Short Form is available on request.

Utilization Analysis Chart
Relevant Labor Market: Washoe County, Nevada

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	1/25%	0/0%	0/0%
CLS #/%	13,810/56%	850/3%	105/0%	100/0%	340/1%	30/0%	135/1%	8,315/34%	490/2%	145/1%	155/1%	250/1%	25/0%	50/0%
Utilization #/%	-6%	-3%	-0%	-0%	-1%	-0%	-1%	-34%	-2%	24%	-1%	24%	-0%	-0%
Professionals														
Workforce #/%	3/21%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	9/64%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,370/41%	545/2%	245/1%	125/0%	570/2%	25/0%	95/0%	12,860/47%	780/3%	175/1%	105/0%	565/2%	4/0%	85/0%
Utilization #/%	-20%	-2%	-1%	7%	-2%	-0%	-0%	18%	-3%	7%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	8/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/44%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,580/41%	80/2%	20/1%	10/0%	90/2%	10/0%	10/0%	1,710/45%	80/2%	30/1%	20/1%	140/4%	10/0%	35/1%
Utilization #/%	3%	-2%	-1%	-0%	-2%	-0%	-0%	-0%	9%	-1%	-1%	-4%	-0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	51/74%	5/7%	1/1%	1/1%	0/0%	0/0%	0/0%	11/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,850/73%	140/4%	115/3%	45/1%	95/2%	4/0%	10/0%	520/13%	70/2%	15/0%	4/0%	15/0%	0/0%	0/0%
Utilization #/%	1%	4%	-2%	0%	-2%	-0%	-0%	3%	-2%	-0%	-0%	-0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	262/74%	18/5%	6/2%	2/1%	6/2%	3/1%	0/0%	48/13%	7/2%	1/0%	2/1%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	5,755/39%	1,930/13%	280/2%	245/2%	245/2%	75/1%	110/1%	4,270/29%	1,245/8%	165/1%	150/1%	240/2%	125/1%	35/0%
Utilization #/%	35%	-8%	-0%	-1%	0%	0%	-1%	-15%	-6%	-1%	-0%	-1%	-1%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	25/9%	4/1%	15/5%	15/5%	10/4%	0/0%	0/0%	210/74%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%
Utilization #/%														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Administrative Support														
Workforce #/%	54/25%	2/1%	2/1%	0/0%	3/1%	0/0%	0/0%	143/67%	7/3%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	11,920/25%	1,485/3%	285/1%	155/0%	780/2%	55/0%	140/0%	26,280/56%	3,065/7%	590/1%	475/1%	1,335/3%	120/0%	330/1%
Utilization #/%	0%	-2%	0%	-0%	-0%	-0%	-0%	12%	-3%	-1%	-1%	-3%	-0%	-1%
Skilled Craft														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,140/73%	2,670/15%	250/1%	335/2%	210/1%	65/0%	225/1%	810/5%	125/1%	4/0%	65/0%	50/0%	0/0%	4/0%
Utilization #/%	27%	-15%	-1%	-2%	-1%	-0%	-1%	-5%	-1%	-0%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	14/74%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	4/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,020/38%	8,565/16%	860/2%	495/1%	1,340/3%	145/0%	220/0%	13,130/25%	4,865/9%	345/1%	485/1%	1,380/3%	145/0%	190/0%
Utilization #/%	35%	-11%	-2%	-1%	-3%	-0%	-0%	-4%	-9%	-1%	-1%	-3%	-0%	-0%

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
Workforce #/%	3/50%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	15/94%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sargeant														
Workforce #/%	30/68%	3/7%	1/2%	1/0%	0/0%	0/0%	0/0%	9/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	262/74%	18/5%	6/2%	2/2%	6/2%	3/1%	0/0%	48/13%	7/2%	1/0%	2/1%	1/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]