

# EEOP Utilization Report



Wed Aug 26 19:51:11 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program	<b>Grant Number:</b>	2015-JF-BX-0124
<b>Grantee Name:</b>	City of Greeley	<b>Award Amount:</b>	\$60,052.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1000 10th St Greeley, Colorado 80631		
<b>Contact Person:</b>	Brooke Peterson	<b>Telephone #:</b>	970-351-5448
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<b>DOJ Grant Manager:</b>	Kathy Mason	<b>DOJ Telephone #:</b>	202-514-8692

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### Policy Statement:

Equal employment opportunity has been and will continue to be a fundamental principle at the City. In accordance with local, state and federal law, the City recruits, hires, places, promotes and transfers all job applicants and employees without regard to race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other protected characteristic established by law.

The City provides reasonable accommodation to enable qualified applicants or employees to perform the essential functions of the job they are seeking or currently hold. Although the City provides reasonable accommodation, it will not make an accommodation in those situations that would impose an undue hardship on operations. Accommodation requests are coordinated by the Human Resources Department on a case-by-case basis.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall administrative responsibility for this policy, although each department director is responsible for ensuring the application of this policy in his or her department. Employees' questions or concerns will be referred to the Human Resources Director.

## **Step 4b: Narrative Underutilization Analysis**

White females were significantly under-represented in the following job categories: Professionals (-18%), Technicians (-31%), Protective Services: Sworn-Officials (-15%), Protective Services: Sworn-Patrol Officers (-15%), Protective Services Non-sworn (-20%) and Service/Maintenance (-14%).

Hispanic females were significantly under-represented in the following job categories: Protective Services Sworn-Patrol Officers (-10%).

White males were significantly under-represented in the Administrative Support category (-24%).

Hispanic males were significantly under-represented in the Protective Services Sworn-Patrol Officers category (-14%).

The area of most significant and thus the area on which the City of Greeley will focus is: White and Hispanic females in Protective Services, both sworn and non-sworn. Inability to recruit and hire at these levels impacts current demographics but also impacts employees who are eligible for future promotions as evident with the significant under-representation in the Protective Services: Sworn Officials level (-15%).

## **Step 5 & 6: Objectives and Steps**

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

- a. The Greeley Police Department modified recruitment processes and is hiring non-certified applicants into Police Cadet level positions and paying for the individuals to attend a Police Academy while employed in a Cadet position. This effort at recruiting is believed to attract female applicants to apply for positions with the Greeley Police Department; upon successfully completing the Police Academy, individuals are promoted into a sworn Police Officer position.
- b. The Greeley Police Department has started a teen Police Academy to educate local youth about opportunities in law enforcement. This effort is intended to increase the pool of potential police officer applicants familiar with our community and is expected to have the additional impact of establishing a diverse applicant pool in terms of gender as well as ethnicity.
- c. The Greeley Police Department will arrange to meet separately with recent Latino recruits and with female recruits to find out how they learned about the opportunity to become a Greeley police officer. The GPD will also inquire as to whether anything in the recruitment or training process might be changed to encourage more Latinos and more females to become Greeley police officers. Based on their feedback, the Greeley Police Department will review its outreach and training efforts and evaluate if a revised outreach program shall be developed prior to the next recruitment cycle.
- d. To attract Latino recruits, the Greeley Police Department will continue its 20+ year relationship with the Latino Advisory Committee to the Greeley Police Department in its effort to recruit more Latino candidates. The Latina Women of Greeley will be encouraged to participate in identifying police officer candidates and mentoring high school students in preparing the next generations of officer. Additionally, announcements and radio talk shows will be conducted on local publications and radio stations. GPD will encourage current Latino police officers to network with their friends and identify potential candidates for follow-up leads. Such leads will be made available to Latino sworn supervisors and command staff to follow-up and encourage the potential candidate to consider applying for the position.

### **2. To provide equal employment opportunity to women in all areas of underutilization when the City recruits or promotes for vacancies.**

- a. Provide assistance to employees seeking mentoring or internship opportunities in job categories where underutilization of women exists.
- b. Inclusion of women employees on hiring panels whenever possible.
- c. Provide equal training and education opportunities to all employees with specific focus on development opportunities for women as part of the City of Greeley succession planning program.

- d. Evaluate all advertising to assess whether appropriate minimum qualifications correctly reflect the essential functions of positions.

### **Step 7a: Internal Dissemination**

- Posting the EEOP Short Form on COGI, the City of Greeley's intranet, an in-house, electronic communication service that only employees can access;
- E-mailing an electronic copy of the EEOP Short Form to all department directors, managers and supervisors; and
- Sending an "alluser" e-mail to employees stating that a copy of the EEOP Short Form is available on COGI (intranet) or in the Human Resources Department.

### **Step 7b: External Dissemination**

- Notifying applicants in writing that the City of Greeley has developed an EEOP Short Form and that it is available on request for review; and
- Posting a copy of the EEOP Short Form on the recipient's public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Colorado**

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	28/74%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	182,105/52%	16,730/5%	4,125/1%	640/0%	4,210/1%	90/0%	1,695/0%	725/0%	117,545/33%	13,485/4%	3,995/1%	735/0%	3,160/1%	55/0%	1,600/0%	285/0%
Utilization #/%	22%	-2%	-1%	-0%	-1%	-0%	-0%	-0%	-10%	-4%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	65/57%	8/7%	0/0%	0/0%	3/3%	1/1%	0/0%	1/1%	30/26%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	198,335/40%	14,240/3%	5,850/1%	815/0%	10,475/2%	215/0%	2,545/1%	1,175/0%	219,035/45%	19,135/4%	5,625/1%	1,150/0%	8,345/2%	285/0%	3,115/1%	1,065/0%
Utilization #/%	17%	4%	-1%	-0%	0%	1%	-1%	1%	-18%	1%	-1%	-0%	-2%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	33/77%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,750/41%	3,290/5%	740/1%	105/0%	1,215/2%	0/0%	350/1%	210/0%	23,815/38%	3,965/6%	875/1%	190/0%	1,065/2%	0/0%	520/1%	240/0%
Utilization #/%	35%	6%	-1%	-0%	-2%	0%	-1%	-0%	-31%	-2%	-1%	-0%	-2%	0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	25/81%	4/13%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,650/61%	4,520/11%	2,130/5%	365/1%	500/1%	30/0%	470/1%	100/0%	6,125/15%	1,375/3%	555/1%	155/0%	155/0%	0/0%	35/0%	70/0%
Utilization #/%	20%	2%	-2%	-1%	-1%	-0%	-1%	-0%	-15%	-0%	-1%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	97/84%	7/6%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	8/7%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	71,500/36%	39,680/20%	5,185/3%	920/0%	1,720/1%	410/0%	1,745/1%	540/0%	44,150/22%	22,890/12%	4,110/2%	650/0%	1,730/1%	195/0%	1,250/1%	355/0%
Utilization #/%	48%	-14%	-3%	-0%	-0%	-0%	-1%	-0%	-15%	-10%	-2%	-0%	-1%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	93/68%	13/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/21%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,090/41%	380/7%	50/1%	25/0%	0/0%	0/0%	30/1%	10/0%	2,080/41%	270/5%	15/0%	0/0%	30/1%	0/0%	120/2%	0/0%
Utilization #/%	27%	2%	-1%	-0%	0%	0%	-1%	-0%	-20%	-4%	-0%	0%	-1%	0%	-2%	0%
<b>Administrative Support</b>																
Workforce #/%	7/5%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	101/72%	25/18%	1/1%	1/1%	2/1%	0/0%	0/0%	0/0%
CLS #/%	182,885/29%	30,900/5%	9,680/2%	1,065/0%	5,345/1%	250/0%	2,915/0%	1,085/0%	303,190/48%	58,835/9%	14,305/2%	2,320/0%	8,590/1%	375/0%	4,410/1%	1,690/0%
Utilization #/%	-24%	-3%	-2%	-0%	-1%	-0%	-0%	-0%	24%	8%	-2%	0%	0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	58/68%	24/28%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	148,100/65%	55,475/24%	4,155/2%	1,645/1%	2,370/1%	260/0%	1,860/1%	540/0%	8,935/4%	2,050/1%	205/0%	185/0%	730/0%	10/0%	145/0%	75/0%
Utilization #/%	3%	4%	-2%	0%	-1%	-0%	-1%	1%	-3%	-1%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	75/51%	34/23%	1/1%	2/1%	2/1%	0/0%	0/0%	0/0%	19/13%	14/9%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	192,630/33%	105,605/18%	14,640/3%	2,195/0%	9,445/2%	590/0%	3,715/1%	1,225/0%	154,545/26%	71,445/12%	10,005/2%	2,085/0%	10,405/2%	335/0%	3,360/1%	1,080/0%
Utilization #/%	18%	5%	-2%	1%	-0%	-0%	-1%	-0%	-14%	-3%	-2%	0%	-2%	-0%	-1%	-0%

### Significant Underutilization 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Professionals</b>									✓							
<b>Technicians</b>									✓							
<b>Protective Services: Sworn-Officials</b>									✓							
<b>Protective Services: Sworn-Patrol Officers</b>		✓							✓	✓						
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>	✓															
<b>Service/Maintenance</b>									✓							

### 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Police Chief</b>																
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%	0/0%	0/0%
<b>Police Captain</b>																
Workforce #/%	2/100%	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%	0/0%	0/0%
<b>Police Lieutenant</b>																
Workforce #/%	5/83%	0/0%	1/17%	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%
<b>Police Sergeant</b>																
Workforce #/%	17/77%	4/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	97/84%	7/6%	0/0%	0/1%	1/1%	0/0%	0/0%	0/0%	8/7%	2/2%	0/0%	0/0%	0/0%	0/0%	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 Utilization Report.

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

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[signature]

[title]

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[date]