

EEOP Utilization Report



Wed Sep 07 18:37:27 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2013ULWX0003
Grantee Name:	City of Glendale Police Department	Award Amount:	\$1,250,000.00
Grantee Type:	Local Government Agency		
Address:	6835 N 57th Drive Glendale, Arizona 85301		
Contact Person:	Rick St John	Telephone #:	623-930-3210
Contact Address:	6835 N 57th Drive Glendale, Arizona 85301		
DOJ Grant Manager:	Tammy Richardson	DOJ Telephone #:	202-307-3422

Policy Statement:

Human Resources Policy No. 201

Title: Employment

Effective Date: 7/1/2000 Revised: 3/6/2015

Contact: Human Resources & Risk Management Department (623) 930-2270

I. PURPOSE

The City of Glendale is committed to providing equal employment opportunities and fair employment practices for all employees and applicants. The City is an Equal Opportunity Employer and complies with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008 and the Equal Pay Act of 1963 and employs without regard to sex, sexual orientation, gender identity or expression, genetic characteristics, race, color, national origin, religion, age, marital, familial, or veterans status, political affiliation or physical or mental disability. This non-discrimination, fair employment practice applies to all terms and conditions of employment.

Step 4b: Narrative Underutilization Analysis

A review of the relevant labor market statistics for Glendale Arizona as compared to the current demographic makeup of the Glendale Police Department shows the following underutilizations for sworn personnel:

Police Department Utilization	City Labor Force
Hispanic Males	11% 26%
White Females	7% 18%
Hispanic or Latino Females	2% 16%
Black of African American Females	1% 2%

In keeping with the Glendale's Police Department's commitment to having a workforce that reflects the community it serves, the GPD will continue to examine its recruitment and retention practices to see if there may be ways to attract applicants in the underutilized categories.

Recent analysis has shown the number of applicants for sworn officer testing has steadily decreased over the last couple of years to just over 400 on our last process. In a testing process last year 15% of the applicants were female. We hired a total of 16 people from that process with 4 of them (25%) being females. The results from that process indicated that 1.01% of males applying for the position were hired and 1.65% of the females having applied for the job were hired. The initial problems we are trying to quantify and qualify are the declining number of applicants, and the small percentage of qualified applicants.

Step 5 & 6: Objectives and Steps

1. Recruit more minority entry level sworn officers

- Partner with Luke Air Force Base to develop support for military personnel that are nearing the end of their enlistment, and are interested in pursuing a career in law enforcement.
- Utilize social media to better reach a wider audience in support of fostering an interest in law enforcement.
- Advertising outreach through professional law enforcement organizations that focus on minority memberships.

2. Identify potential reasons for underutilization

- As an agency we routinely interact with numerous colleges in the Phoenix valley, womens colleges in other states as well as Luke Air Force base. We have contact with female specific organizations including business, profession and social organizations. We are in contact regarding hiring with other organizations such as the National Organization of Black Law Enforcement Executives, National Council of Negro Women, Latino Peace Officers Association and the Hispanic Womens Corporation.
- The Glendale Police Department has assessed the testing process to determine if we need to adjust the process to balance out the demographical aspect. We have attempted to identify where there is a significantly greater proportion of females, or specific race failing out of the process, but the quantity of applicants and the quantity of successful applicants is low across all races and genders. This may be due to the current climate in the industry.
- A survey conducted by our Personnel Management Unit recently questioned applicants that did not show up or withdrew from the process to determine if there were any common barriers to attending testing sessions. No specific answer was identified as a majority reason, but in an attempt to address the issue tests that were scheduled for one day have now been scheduled on 3 separate days of the week in order to offer more opportunity.

Step 7a: Internal Dissemination

1. Provide a link of the EEOP Utilization Report on the Glendale Police Departments internal website, an in-house, electronic communication service that only employees can access.
2. The City's Human Resources & Risk Management department will post a copy of the EEOP Utilization Report on the City's Human Resources intranet page, which is available to all employees.
3. Include a bound copy of the EEOP Utilization Report in the City of Glendale's Human Resources & Risk Management Office.

Step 7b: External Dissemination

1. Statement on Police Department job postings that we are an Equal Opportunity Employer.
2. A link will be provided on the City of Glendale's Police Department public web page to view the EEOP Utilization Report.
3. The City's Human Resources & Risk Management Department will post on its public website a pdf of the EEOP Utilization Report that any user may access and download.
4. Statement on Police Department job postings that applicants may obtain a copy of the City of Glendale's EEOP Utilization Report upon request.
5. Include a bound copy of the EEOP Utilization Report in the City of Glendale's Human Resources & Risk Management Office.

Utilization Analysis Chart
Relevant Labor Market: Glendale city, Arizona

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
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,735/41 %	770/9%	85/1%	0/0%	160/2%	0/0%	74/1%	0/0%	2,750/30 %	935/10%	215/2%	65/1%	130/1%	65/1%	55/1%	0/0%
Utilization #/%																
Professionals																
Workforce #/%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/56%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,350/32 %	475/3%	380/3%	20/0%	400/3%	20/0%	25/0%	10/0%	6,105/45 %	980/7%	335/2%	55/0%	245/2%	0/0%	164/1%	100/1%
Utilization #/%	-7%	-3%	-3%	-0%	-3%	-0%	-0%	-0%	12%	12%	-2%	-0%	-2%	0%	-1%	-1%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	585/27%	75/3%	40/2%	0/0%	20/1%	0/0%	0/0%	0/0%	1,085/50 %	285/13%	35/2%	10/0%	30/1%	0/0%	24/1%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	54/67%	13/16%	4/5%	0/0%	1/1%	0/0%	0/0%	0/0%	7/9%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	900/67%	120/9%	65/5%	20/1%	0/0%	0/0%	0/0%	0/0%	160/12%	30/2%	15/1%	0/0%	0/0%	0/0%	0/0%	25/2%
Utilization #/%	-1%	7%	0%	-1%	1%	0%	0%	0%	-3%	0%	-1%	0%	0%	0%	0%	-2%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	238/71%	38/11%	13/4%	1/0%	9/3%	0/0%	0/0%	0/0%	24/7%	8/2%	1/0%	0/0%	3/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,475/21 %	3,490/30 %	565/5%	140/1%	130/1%	40/0%	89/1%	50/0%	1,950/17 %	2,150/19 %	370/3%	45/0%	40/0%	0/0%	25/0%	25/0%
Utilization #/%	50%	-19%	-1%	-1%	2%	-0%	-1%	-0%	-10%	-16%	-3%	-0%	1%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/

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
CLS #/%	70/39%	0/0%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	100/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	26/24%	10/9%	3/3%	0/0%	2/2%	0/0%	0/0%	0/0%	43/40%	18/17%	1/1%	1/1%	2/2%	0/0%	0/0%	1/1%
CLS #/%	6,315/27%	1,770/8%	600/3%	55/0%	115/0%	25/0%	110/0%	0/0%	9,430/41%	3,130/13%	455/2%	265/1%	635/3%	0/0%	205/1%	95/0%
Utilization #/%	-3%	2%	0%	-0%	1%	-0%	-0%	0%	-0%	3%	-1%	-0%	-1%	0%	-1%	1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,405/45%	3,555/47%	230/3%	35/0%	75/1%	0/0%	4/0%	15/0%	175/2%	45/1%	25/0%	10/0%	10/0%	10/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,510/22%	5,145/25%	595/3%	95/0%	105/1%	0/0%	125/1%	0/0%	4,670/23%	4,170/20%	350/2%	60/0%	435/2%	10/0%	115/1%	20/0%
Utilization #/%																

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
Protective Services: Sworn-Patrol Officers		✓							✓	✓	✓					

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
Chief of Police																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Assistant Chief																
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%
Commander																
Workforce #/%	4/80%	0/0%	1/20%	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%
Lieutenant																
Workforce #/%	9/50%	6/33%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	39/71%	7/13%	2/4%	0/2%	1/2%	0/0%	0/0%	0/0%	5/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	238/71%	38/11%	13/4%	1/3%	9/3%	0/0%	0/0%	0/0%	24/7%	8/2%	1/0%	0/0%	3/1%	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.

Certified As Final By: Kevin Phelps

City Manager

09-07-2016

[signature]

[title]

[date]