

EEOP Short Form



Tue Jan 12 10:52:26 EST 2010

Step 1: Introductory Information

Grant Title:	BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program	Grant Number:	2009-SB-B9-1295
Grantee Name:	City of Cleveland	Award Amount:	\$29,283.00
Grantee Type:	Local Government Agency		
Address:	907 E Houston Cleveland, Texas 77327		
Contact Person:	Scott Felts	Telephone #:	281-592-2622
Contact Address:	226 Peach Street Cleveland, Texas 77327		
DOJ Grant Manager:	Pamila Simmons	DOJ Telephone #:	202-514-5947

Grant Title:	COPS Hiring Recovery Program (CHRP)	Grant Number:	2009RKWX0831
Grantee Name:	City of Cleveland/Cleveland Police Department	Award Amount:	\$162,615.00
Grantee Type:	Local Government Agency		
Address:	907 E. Houston Cleveland, Texas 77327		
Contact Person:	Scott Felts	Telephone #:	281-592-2622
Contact Address:	226 Peach Street Cleveland, Texas 77327		
DOJ Grant Manager:	Emeralda Wolmack	DOJ Telephone #:	202-353-3450

Policy Statement:

The City of Cleveland has approved and adopted the non-discrimination policy as stated in the Employee Handbook.

Section 3-1 - Non-Discrimination: "Employees will be selected solely on the basis of their relevant qualifications for the specific position for which they are being considered. Selections will be made without regard to the applicant's political or religious opinions or affiliations or race, color, national origin, marital status, or other non-merit factors. Age, sex and physical disability will not be considered in selections except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration."

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart of the Cleveland Police Department workforce, the Human Resources Manager for the City of Cleveland, to which the Cleveland Police Department is covered under, made the following observations:

1. White females were significantly under-represented in the following job categories:
 - a. Protective Services: Sworn Officials (-20%) and
 - b. Protective Services: Sworn Patrol (-22%).
2. Hispanic females were under-represented in the following job categories:
 - a. Protective Services: Sworn-Officials (-7%) and
 - b. Administrative Support (-5%).
3. Black females were under-represented in the following job categories:
 - a. Protective Services: Sworn-Officials (-8%) and
 - b. Protective Services: Sworn-Patrol (-6%).
4. White males were under-represented in the following job category:
 - a. Administrative Support (-13%).
5. Black males were under-represented in the following job category:
 - a. Protective Services: Sworn-Patrol (-3%).

Although the Underutilization Analysis indicated other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization (e.g. in the Technicians job category the total number of employees is 1 and Protective Services: Non-Sworn is 2).

Step 5 & 6: Objectives and Steps

1. To identify recruiting sources that target candidates in the Cleveland Police Department's underutilized gender and race categories for Protective Services: Sworn Patrol and Administrative Support positions.

- a. Currently CPD advertises open patrol and detective positions on the City of Cleveland site, Texas Workforce Solutions, Texas Municipal League Career Center (which feeds into internet search engines, e.g. Indeed.com), in City Hall Lobby, and Cleveland Advocate.

The Human Resources department will identify websites that target women in the law enforcement (e.g. www.womenandpolicing.org) as well as identifying other websites that target minority groups (e.g. National Latino Peace Officer Association, National Organization of Black Law Enforcement Executives) to be used for posting of open positions.

The Cleveland Police department will review attending career/job fairs at local colleges that have high minority enrollments.

2. To identify any barriers in recruitment that might deter men from applying for administrative support positions.

- a. For Administrative Support positions that have underutilized percentages our objective is to provide equal employment opportunity when our City fills vacancies and will review attending career fairs and researching additional job posting areas.

This category includes the admin assistant positions as well as dispatchers.

Step 7a: Internal Dissemination

1. Place a copy of the EEO Plan in the Policies and Procedures Manual of the Cleveland Police Department.
2. Post a notice in the break area advising employees how to obtain a copy of the EEO Short Form Plan.
3. Distribute a copy of the EEO Short Form Plan to all supervisors and city council members including the Mayor.
4. Send a flyer attached to paychecks to all Police department employees letting them know that a copy of the EEOP Short Form Plan is available upon request.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the City of Cleveland website on the Police department page.
2. Distribute bound copies of the EEOP Short Form to the local public libraries for display in their reading room.
3. Include on all job announcements for Police positions that applicants may obtain a copy upon request.

Utilization Analysis Chart
Relevant Labor Market: Liberty County, Texas

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,375/52%	30/1%	50/2%	4/0%	0/0%	0/0%	15/1%	1,035/39%	30/1%	80/3%	0/0%	0/0%	0/0%	4/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	990/34%	40/1%	70/2%	0/0%	4/0%	0/0%	0/0%	1,560/54%	50/2%	120/4%	25/1%	10/0%	0/0%	25/1%
Utilization #/%														
Technicians														
Workforce #/%	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%
CLS #/%	225/37%	15/2%	15/2%	4/1%	0/0%	0/0%	0/0%	260/42%	25/4%	70/11%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-37%	-2%	-2%	-1%	0%	0%	0%	58%	-4%	-11%	0%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	9/90%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	415/59%	4/1%	40/6%	0/0%	0/0%	0/0%	0/0%	145/20%	50/7%	55/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	31%	-1%	4%	0%	0%	0%	0%	-20%	-7%	-8%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	8/73%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,690/51%	180/5%	95/3%	20/1%	0/0%	0/0%	10/0%	1,025/31%	95/3%	210/6%	4/0%	4/0%	0/0%	4/0%
Utilization #/%	22%	4%	-3%	-1%	0%	0%	-0%	-22%	6%	-6%	-0%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4/100%	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%
Utilization #/%	-100%	0%	50%	0%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%
Administrative Support														

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
Workforce #/%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/77%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,305/21%	85/1%	65/1%	15/0%	10/0%	0/0%	30/0%	3,970/64%	285/5%	350/6%	40/1%	20/0%	0/0%	4/0%
Utilization #/%	-13%	-1%	-1%	-0%	-0%	0%	-0%	13%	-5%	10%	-1%	-0%	0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,230/80%	575/11%	240/5%	25/0%	10/0%	0/0%	4/0%	160/3%	10/0%	4/0%	0/0%	10/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,825/49%	935/9%	690/7%	10/0%	25/0%	0/0%	20/0%	2,305/23%	370/4%	655/7%	20/0%	20/0%	0/0%	4/0%
Utilization #/%														

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
Police Chief														
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%
Captains - Patrol and Detective														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective Sergeant														
Workforce #/%	4/100%	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%
Patrol Sergeant														
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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	8/73%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	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 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.

Prosh

2.10.10

[signature]

[title]

[date]