

# EEOP Short Form



Thu Oct 29 09:14:43 EDT 2009

## Step 1: Introductory Information

<b>Grant Title:</b>	Office of Justice Programs	<b>Grant Number:</b>	2009-D1-BX-0068
<b>Grantee Name:</b>	City of White Settlement	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	214 Meadow Park Dr. White Settlement, Texas 76108		
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<b>DOJ Grant Manager:</b>	Esmeralda Womack	<b>DOJ Telephone #:</b>	202-353-3450

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### Policy Statement:

The City of White Settlement is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, veterans status or other unlawful basis, is prohibited.

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

In reviewing the Utilization Analysis Chart, the Human Resource Department of the City of White Settlement made the following observations:

Given the small numbers in the Job Categories of Professionals (4), Technicians (3), and Skilled Craft (2), it is difficult to interpret the level of underutilization in those job categories as significant in relation to the relevant community labor market.

It is noteworthy that there is a underutilization of Hispanics males (-10%) and White and Hispanic females (-13%)(-10%) in the Sworn Patrol Officers category. A similar underutilization exists with White female Sworn Officials category (-13%).

The City of White Settlement is committed to having a workforce that reflects the community it serves, the City of White Settlement Human Resource Department and the leadership of the City of White Settlement Police Department will examine its recruitment and retention practices to see if there are ways to attract more Hispanic males and Hispanic and White females to apply for entry-level police officer positions. In accordance to the City of White Settlement Civil Service Rules and Regulations, it is from this pool of entry level officers that Sworn Officials are promoted.

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

### **1. 1. Identify any barriers in recruitment that may deter Hispanics and women from applying for entry-level police officer positions**

- a. A. The Human Resource department will meet separately with recent Hispanic and female recruits to find out how they learned about the opportunity to become a police officer for the City of White Settlement. The City of White Settlement will also inquire as to whether there might be any changes in the recruitment program that might encourage more Hispanics and females to become police officers for the City of White Settlement. Based on their feedback, efforts will be made to develop an outreach program prior to the next Civil Service entry testing date.
- b. B. The Human Resource Department will review exit interviews of officers that have left the White Settlement Police Department the past two years. Based on that research, the White Settlement Police Department will look at its employment policies and practices that may affect recruitment and retention of Hispanic and female police officers.

### **2. 2. Target Hispanic males and white and Hispanic females in police recruitment campaigns.**

- a. A. To attract Hispanic and female recruits the Police Department will identify non-traditional avenues of advertising the departments next entry Civil Service exam. In the past, the department relied on the Star-Telegram newspaper announcements. The department will utilize job postings at Tarrant County Junior College with has a better representation of the general population of Tarrant County. They will also utilize the services of the Texas Workforce Commission which has a better outreach to minority applicants.
- b. B. The Police Department will also participate in career days and job fairs with the participation of women and Hispanic officers currently with the police department.

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

1. Distribute a hard copy of the EEOP to all supervisory employees
2. Send a memorandum to all employees to let them know that a copy of the EEOP Short Form is available on request.
3. Keep hard copies of the City of White Settlement EEOP Plan in the front lobby with other application material.

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

1. Post a copy of the EEOP on the City of White Settlement public website.
2. Distribute bound copies of the EEOP Short Form to the City of White Settlement Public Library for display in their reading room
3. Include in all job announcements for Entry Level Police Officers for the City of White Settlement that applicants may obtain a copy of the City of White Settlement EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the City of White Settlement that a copy of the City of White Settlement EEOP Short Form is available on request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Tarrant 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
<b>Officials/Administrators</b>														
Workforce #/%	10/59%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/29%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	59,880/52%	5,270/5%	3,850/3%	310/0%	1,840/2%	65/0%	455/0%	34,175/30%	3,880/3%	4,020/3%	245/0%	1,080/1%	50/0%	225/0%
Utilization #/%	7%	-5%	-3%	-0%	-2%	-0%	-0%	-0%	8%	-3%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	3/60%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	54,270/39%	4,505/3%	4,605/3%	290/0%	4,100/3%	20/0%	420/0%	55,790/40%	5,290/4%	7,940/6%	360/0%	2,470/2%	30/0%	370/0%
Utilization #/%	21%	17%	-3%	-0%	-3%	-0%	-0%	-20%	-4%	-6%	-0%	-2%	-0%	-0%
<b>Technicians</b>														
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%
CLS #/%	5,565/36%	680/4%	660/4%	45/0%	315/2%	0/0%	40/0%	5,355/35%	970/6%	1,405/9%	25/0%	290/2%	10/0%	65/0%
Utilization #/%	64%	-4%	-4%	-0%	-2%	0%	-0%	-35%	-6%	-9%	-0%	-2%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	9/100%	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 #/%	7,470/60%	910/7%	1,570/13%	55/0%	110/1%	0/0%	30/0%	1,565/13%	195/2%	490/4%	4/0%	40/0%	0/0%	25/0%
Utilization #/%	40%	-7%	-13%	-0%	-1%	0%	-0%	-13%	-2%	-4%	-0%	-0%	0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	24/86%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	18,795/31%	8,365/14%	5,365/9%	260/0%	870/1%	65/0%	300/0%	14,220/23%	6,210/10%	5,050/8%	160/0%	945/2%	50/0%	275/0%
Utilization #/%	55%	-10%	-9%	-0%	-1%	-0%	-0%	-13%	-10%	-8%	-0%	-2%	-0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	18/50%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	15/42%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	170/28%	20/3%	60/10%	0/0%	4/1%	0/0%	0/0%	305/50%	30/5%	20/3%	4/1%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	22%	-0%	-10%	0%	-1%	0%	0%	-8%	1%	-3%	-1%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	5/15%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	24/73%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	50,785/25%	8,715/4%	8,770/4%	330/0%	2,040/1%	70/0%	550/0%	92,985/46%	16,720/8%	17,780/9%	660/0%	2,765/1%	110/0%	775/0%
Utilization #/%	-10%	-1%	-4%	-0%	-1%	-0%	-0%	27%	-2%	-6%	-0%	-1%	-0%	-0%
<b>Skilled Craft</b>														
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%
CLS #/%	42,480/57%	18,965/25%	4,900/7%	470/1%	1,550/2%	45/0%	460/1%	3,095/4%	1,350/2%	610/1%	45/0%	755/1%	10/0%	25/0%
Utilization #/%	-7%	-25%	43%	-1%	-2%	-0%	-1%	-4%	-2%	-1%	-0%	-1%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	19/79%	3/12%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	48,325/27%	35,665/20%	16,070/9%	500/0%	4,165/2%	175/0%	825/0%	34,415/19%	18,915/11%	12,930/7%	395/0%	4,125/2%	70/0%	595/0%
Utilization #/%	52%	-8%	-5%	-0%	-2%	-0%	-0%	-15%	-11%	-7%	-0%	-2%	-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
<b>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%
<b>Lieutenant</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%
<b>sergeant</b>														
Workforce #/%	5/100%	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%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	24/86%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	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.

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[signature]

[title]

[date]