

EEOP Utilization Report



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Step 1: Introductory Information

| | | | |
|---------------------------|--|-------------------------|--------------|
| Grant Title: | COPS HIRING | Grant Number: | 2011UMWX0015 |
| Grantee Name: | Flagstaff Police Department | Award Amount: | \$966,336.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 211 W Aspen Ave Flagstaff, Arizona 86001 | | |
| Contact Person: | Stacey Brechler-Knaggs | Telephone #: | 928-213-2227 |
| Contact Address: | 211 W Aspen Ave Flagstaff, Arizona 86001 | | |
| DOJ Grant Manager: | | DOJ Telephone #: | |

Policy Statement:

It is the policy of the City of Flagstaff to ensure equal employment opportunity to all qualified persons based solely upon an individuals ability to perform the essential functions of the job without discrimination or harassment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, sexual orientation, gender identity, veterans status or any other status protected by law. Federal definitions may be found by visiting the resource links provided below.

The Citys equal employment policy applies to all human resources related activities such as recruitment and hiring, compensation, benefits, promotions, transfers, reductions in force, City-sponsored training, termination and all other terms and conditions of employment.

Step 4b: Narrative Underutilization Analysis

In Step 4a, the populations that warranted attention were the underutilization of Sworn Officials American Indian/Alaska Native males (-9%) and White females (-13%). Also identified, were Sworn Patrol Officers American Indian/Alaska Native males (-21%), Hispanic or Latino females (-6%) and American Indian/Alaska Native females (14%). Additionally in the Administrative Support. In the past two years, we hired 5 white females, 1 Hispanic female and one Native American female. Currently, we have 13 female sworn patrol officers out of 94 positions, representing 12% of the work force. Of the 163 total Police employees, we have 53 females, making up 32.5% of the entire department (sworn and non-sworn). Two females hold the rank of Corporal or Sergeant; both are front line supervisors. Of the 32 front line supervisor positions in the sworn ranks; 9.4% are females. Command staff consists of two sworn positions and two civilian administrators. Both civilian administrators are Hispanic females. Also, 2 of the 4 COPS officers hired after the award of this grant were female. We have not lost one female officer since the award. The Flagstaff Police Department will consider emphasizing female, Hispanic and Native American populations in our recruitment process. We will utilize input from employees already hired these classifications to receive recommendations for effective recruitment processes. Overall, with a total employment base of 163, including 111 sworn officers, the addition of one additional female (Native American or Hispanic) position in technician, sworn officer and professionals categories would bring the numbers within range. Similarly, one additional Native American male sworn officer would bring the numbers into balance with the community workforce. Addressing the white male administrative support, all 7 of our sworn officials, acting in an administrative capacity are white males.

Step 5 & 6: Objectives and Steps

1. 1. To encourage Native American females and Hispanic females to apply for vacancies in the Protective services- Sworn Officers job category

a. The Flagstaff Police Department has hired 6 female (two Hispanic/one Native American) officers since 2011, and has retained all female sworn officers since that time. The command staff includes two civilian managers, both female; both Hispanic.

The Department conducted research into the area of female officer recruitment and retention in June, 2009 and again revisited this in 2011, and has since then, adopted industry recommendations such as including female officers in training specific to women in law enforcement, changing policies regarding uniforms specially tailored for female officers, allowing and encouraging female officers to become affiliated with law enforcement organizations specific to women in law enforcement, and assuring reasonable accommodations are made to officers who become pregnant and that federal mandates are followed for time off during maternity.

2. 2. To encourage Native American men to apply for vacancies in the Protective Services- Sworn officers job category

a. We effectively recruit this population by presenting job fairs on the different reservations adjacent to and around Flagstaff. We recently collaborated with the Navajo Human Rights Coalition (NHRC) to develop a four hour cultural awareness training, with 94% of our sworn officers having received training, and future trainings anticipated. We believe this involvement with NHRC will assist with future recruitment efforts. We work with Native Americans for Community Action (NACA) in recruitment efforts. We place advertisements in the reservation newspapers - Navajo Times and the Hopi Tribune. In the most recent testing process, 4 Native American applicants signed up to take the written exam and only 1 attended. He did not pass the written part of the exam. We are committed to having a workforce that reflects the community we serve, and continue to examine our recruitment and retention practices, to identify more ways to attract Native Americans to positions with the Police Department.

Step 7a: Internal Dissemination

1. A PDF file of the approved-PD EEOP Utilization Report will be posted on the City-net website, on behalf of the Flagstaff Police Department; the internal, electronic communication system for the City of Flagstaff.

2. The Human Resources personnel will inform new PD employees of the availability and location of approved-PD EEOP Utilization Report on the City-net website on behalf of the Flagstaff Police Department, as part of the Affirmative Action

Plan.

3. A copy of the approved-PD EEOP Utilization Report will be kept on file in the lobby of the Police Department location, as well as the City of Flagstaff Human Resources office, on behalf of the Flagstaff Police Department. The EEOP Utilization Report will be maintained and a copy kept on file in the Management Services Grants Division office at City Hall.

4. Notices of availability of the approved PD EEOP Utilization Report will be posted at PD offices, with hard copies available upon request.

5. All PD employees will receive the approved PD EEOP Utilization report via email.

Step 7b: External Dissemination

1. 1. The City of Flagstaffs Human Resources Department will include in the prospective employee interview checklist, a statement that a copy of the approved-PD EEOP Utilization Report is available on request.

2. The City of Flagstaff will post the approved-PD EEOP Utilization Report on its public website, so that any user may access and download.

3. The City of Flagstaff will provide written notification through their procurement website, that a copy of the approved-PD EEOP Utilization Report is available upon request.

4. The Police Department will post notices of availability of the approved PD EEOP Utilization report in public PD locations, available upon request in the Police Departments lobby and through the public website.

Utilization Analysis Chart
Relevant Labor Market: Coconino County, 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 #/% | 2,960/47% | 190/3% | 20/0% | 235/4% | 210/3% | 4/0% | 40/1% | 0/0% | 1,945/31% | 170/3% | 4/0% | 385/6% | 120/2% | 30/0% | 45/1% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,020/34% | 380/3% | 55/0% | 520/4% | 110/1% | 4/0% | 25/0% | 15/0% | 5,210/44% | 420/4% | 50/0% | 750/6% | 165/1% | 10/0% | 110/1% | 55/0% |
| Utilization #/% | -34% | -3% | -0% | -4% | -1% | -0% | -0% | -0% | -44% | 96% | -0% | -6% | -1% | -0% | -1% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/22% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/78% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 650/35% | 4/0% | 40/2% | 140/7% | 0/0% | 0/0% | 0/0% | 0/0% | 825/44% | 75/4% | 0/0% | 150/8% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -12% | -0% | -2% | -7% | 0% | 0% | 0% | 0% | 34% | -4% | 0% | -8% | 0% | 0% | 0% | 0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 34/85% | 4/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/2% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 955/59% | 70/4% | 0/0% | 150/9% | 0/0% | 0/0% | 4/0% | 0/0% | 250/15% | 40/2% | 0/0% | 120/7% | 0/0% | 0/0% | 24/1% | 0/0% |
| Utilization #/% | 26% | 6% | 0% | -9% | 0% | 0% | -0% | 0% | -13% | 0% | 0% | -7% | 0% | 0% | -1% | 0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 54/73% | 9/12% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 9/12% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 1,640/27% | 725/12% | 40/1% | 1,275/21% | 0/0% | 0/0% | 4/0% | 15/0% | 980/16% | 345/6% | 0/0% | 900/15% | 20/0% | 0/0% | 15/0% | 15/0% |
| Utilization #/% | 46% | 0% | 1% | -21% | 0% | 0% | -0% | -0% | -4% | -6% | 0% | -14% | -0% | 0% | -0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 115/59% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 65/33% | 15/8% | 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 |
| Utilization #/% | -9% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 17% | -8% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 3/8% | 2/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 25/69% | 2/6% | 0/0% | 4/11% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,895/23% | 785/5% | 120/1% | 725/4% | 110/1% | 45/0% | 10/0% | 25/0% | 6,935/42% | 1,210/7% | 80/0% | 2,510/15% | 55/0% | 10/0% | 69/0% | 85/1% |
| Utilization #/% | -15% | 1% | -1% | -4% | -1% | -0% | -0% | -0% | 28% | -2% | -0% | -4% | -0% | -0% | -0% | -1% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 3,310/55% | 790/13% | 25/0% | 1,510/25% | 15/0% | 0/0% | 75/1% | 0/0% | 125/2% | 90/2% | 0/0% | 35/1% | 0/0% | 0/0% | 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 #/% | 5,145/28% | 2,380/13% | 140/1% | 2,185/12% | 55/0% | 4/0% | 55/0% | 175/1% | 3,925/21% | 1,700/9% | 90/0% | 2,565/14% | 65/0% | 115/1% | 70/0% | 70/0% |
| 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-Officials | | | | ✓ | | | | | ✓ | | | | | | | |
| Protective Services: Sworn-Patrol Officers | | | | ✓ | | | | | | | | ✓ | | | | |
| Administrative Support | ✓ | | | | | | | | | | | | | | | |

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 |
| Sworn Official: 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% | 0/0% | 0/0% |
| Sworn Official: Deputy 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% |
| Sworn Official: Lieutenants | | | | | | | | | | | | | | | | |
| 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% | 0/0% | 0/0% |
| Sworn Official: Sergeant | | | | | | | | | | | | | | | | |
| Workforce #/% | 11/79% | 2/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sworn Official: Detective | | | | | | | | | | | | | | | | |
| Workforce #/% | 16/84% | 2/11% | 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% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 54/73% | 9/12% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 9/12% | 0/0% | 0/0% | 1/1% | 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.

[signature]

[title]

[date]