

# EEOP Utilization Report



Fri Oct 14 13:00:33 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Hiring Program	<b>Grant Number:</b>	2012ULWX0034
<b>Grantee Name:</b>	Chesapeake Police Department	<b>Award Amount:</b>	\$714,825.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	304 Albemarle Drive Chesapeake, Virginia 23322		
<b>Contact Person:</b>	Kelvin Wright	<b>Telephone #:</b>	757-382-6404
<b>Contact Address:</b>	304 Albemarle Drive Chesapeake, Virginia 23322		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### Policy Statement:

Administrative Regulation 2.09 Effective Date: 12/15/04

Department of Human Resources

Equal Employment Opportunity Policy

It is the policy of the City of Chesapeake to be an equal opportunity employer, to maintain a diverse workforce representative of the population of the City of Chesapeake, and to create and maintain a working environment free from discrimination/harassment. Any form of unlawful discrimination, including harassment based on race, religion, age, color, sex, national origin, disability, marital status or sexual orientation or any other characteristic protected by applicable law is strictly prohibited. Any employee found to have engaged in illegal discrimination/harassment in the course of his/her employment will be subject to appropriate disciplinary action, up to and including termination of employment.

## Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Department for the City of Chesapeake made the following observations:

1. White males were under represented in the following categories: Technicians (-15%), and Administrative Support (-13%)
2. Black Males were under represented in the following categories: Protective Services Sworn (-9%) and Administrative Support (-9%)
3. Black females were under represented in the following category: Protective Services Sworn (-14%).

In keeping with the City of Chesapeakes commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to address the above listed areas of underutilization.

## Step 5 & 6: Objectives and Steps

### 1. 1. To encourage White males to apply for vacancies in the Technicians and Administrative Support job categories.

- a. The Police Department will enhance outreach efforts that target applicants in the above mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the CPD will approach in this outreach effort are as follows: Bryant Stratton College, Strayer University, East Coast Polytechnic Institute, local high schools and universities and recruitment announcements with local print and broadcast media.
- b. The Human Resources Department will review the applicant flow data for all vacancies in the identified job categories in the last fiscal year to determine whether any step in the selection process for these positions may have had a significant impact on the screening out of applicants in the associated classifications.

### 2. To encourage Black Males to apply for vacancies in the Protective Services Sworn

- a. The Human Resources Department will enhance outreach efforts that target applicants in the above mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Local Chapter of the NAACP, local high schools and universities, especially those with significant Black male memberships to include Hampton and Norfolk State Universities, recruitment announcements with local print and broadcast media that reach African American communities and continue to develop relationships with local community organizations that serve the City's African American Community.
- b. The Human Resources Department will review the applicant flow data for all vacancies in the identified job categories in the last fiscal year to determine whether any step in the selection process for these positions may have had a significant impact on the screening out of applicants in the associated classifications.

### 3. To encourage Black females to apply for vacancies in the Protective Services Sworn

- a. The Human Resources Department will enhance outreach efforts that target applicants in the above mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Local Chapter of the NAACP, local chapter of the National Association of Professional Women, Local Chapter of the Urban League, local high schools and universities, especially those with significant Black female memberships to include Hampton and Norfolk State Universities, recruitment announcements with local print and broadcast media that reach African American communities and continue to develop relationships with local community organizations that serve the City's African American Communities.
- b. The Human Resources Department will review the applicant flow data for all vacancies in the identified job categories in the last fiscal year to determine whether any step in the selection process for these positions may have

had a significant impact on the screening out of applicants in the associated classifications.

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

1. Distribute the results of the Chesapeake Police Department EEOP Utilization Report to all Department Directors and the City Manager.
2. Send an email and a hard copy memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available upon request from the Police Department Accounting Office.
3. Post a copy of the Police Department EEOP Utilization Report on the Chesapeake Police Department internal website.
4. Provide copies of the EEOP Utilization Report upon request from the Chesapeake Police Department Accounting Office.

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

1. Notify all contractors and vendors that do business with the Chesapeake Police Department that a copy of the EEOP Utilization Report is available upon request from the Police Department Accounting Office.
2. Post a copy of the Police Department EEOP Utilization Report on the Chesapeake Police Department external website.
3. Provide copies of the EEOP Utilization Report upon request from the Chesapeake Police Department Accounting Office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Chesapeake city, Virginia**

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,165/47%	60/1%	84/0.8%	0/0%	205/2%	0/0%	85/1%	2,830/26%	125/1%	1,430/13%	15/0%	130/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Professionals</b>																
Workforce #/%	7/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,405/30%	35/0%	650/4%	20/0%	330/2%	0/0%	115/1%	6,440/43%	225/2%	2,125/14%	0/0%	270/2%	0/0%	195/1%	50/0%	50/0%
Utilization #/%	40%	-0%	-4%	-0%	-2%	0%	-1%	-13%	-2%	-14%	0%	-2%	0%	-1%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	9/11%	0/0%	3/4%	0/0%	1/1%	0/0%	0/0%	52/65%	0/0%	15/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	675/26%	4/0%	165/6%	0/0%	45/2%	0/0%	20/1%	910/35%	105/4%	525/20%	35/1%	110/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-15%	-0%	-3%	0%	-0%	0%	-1%	30%	-4%	-1%	-1%	-4%	0%	0%	0%	0%
<b>Protective Services:</b>																
<b>Sworn-Officials</b>																
Workforce #/%	54/73%	1/1%	9/12%	0/0%	2/3%	0/0%	0/0%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,050/50%	95/5%	445/21%	0/0%	30/1%	0/0%	0/0%	190/9%	90/4%	155/7%	0/0%	15/1%	0/0%	0/0%	0/0%	10/0%
Utilization #/%	23%	-3%	-9%	0%	1%	0%	0%	-1%	-4%	-6%	0%	-1%	0%	0%	0%	-0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	198/61%	12/4%	29/9%	0/0%	6/2%	0/0%	0/0%	63/19%	3/1%	10/3%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,095/36%	230/3%	1,555/18%	10/0%	114/1%	0/0%	85/1%	1,750/20%	160/2%	1,440/17%	15/0%	20/0%	0/0%	0/0%	14/0%	10/0%
Utilization #/%	25%	1%	-9%	-0%	1%	0%	-1%	-1%	-1%	-14%	-0%	1%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	12/43%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	9/32%	0/0%	5/18%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%

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				
	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%	CL#	Utilization #/%				
<b>Administrative Support</b>																				
Workforce #/%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/70%	1/2%	9/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CL# #/%	5,725/20%	350/1%	2,595/9%	35/0%	375/1%	0/0%	70/0%	12,055/41%	1,010/3%	6,020/21%	15/0%	675/2%	0/0%	295/1%	50/0%	50/0%				
Utilization #/%	-13%	-1%	-9%	-0%	-1%	0%	-0%	29%	-1%	0%	-0%	-2%	0%	-1%	-0%	-0%				
<b>Skilled Craft</b>																				
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CL# #/%	7,300/69%	330/3%	2,080/20%	70/1%	180/2%	0/0%	50/0%	350/3%	140/1%	55/1%	20/0%	15/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%																				
<b>Service/Maintenance</b>																				
Workforce #/%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/57%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CL# #/%	6,375/30%	605/3%	4,265/20%	40/0%	600/3%	0/0%	135/1%	5,420/25%	300/1%	3,095/14%	10/0%	335/2%	0/0%	105/0%	105/0%	105/0%				
Utilization #/%	-1%	-3%	-20%	-0%	-3%	0%	-1%	32%	-1%	-0%	-0%	-2%	0%	-0%	-0%	-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
Technicians	✓															
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
<b>Captain</b>																
Workforce #/%	7/78%	0/0%	2/22%	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 #/%	32/73%	0/0%	4/9%	0/5%	2/5%	0/0%	0/0%	1/2%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	13/81%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</b>																
Workforce #/%	1/33%	1/33%	1/33%	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>Deputy Chief of Police</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>Chief of Police</b>																
Workforce #/%	0/0%	0/0%	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%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	198/61%	12/4%	29/9%	0/2%	6/2%	0/0%	0/0%	2/1%	63/19%	3/1%	10/3%	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: Janet Hadley

Public Safety Business Manager

10-14-2016

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[signature]

[title]

[date]