

# EEOP Utilization Report



Thu Aug 22 12:20:24 EDT 2013

## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY 12 Edward Byrne Memorial JAG Program	<b>Grant Number:</b>	2012-DJ-BX-0566
<b>Grantee Name:</b>	City of Fort Collins, Police Services	<b>Award Amount:</b>	\$65,573.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	2221 S. Timberline Road Fort Collins, Colorado 80525		
<b>Contact Person:</b>	Commander Greg Yeager	<b>Telephone #:</b>	970-416-2185
<b>Contact Address:</b>	PO Box 945 Loveland, Colorado 80539-0945		
<b>DOJ Grant Manager:</b>	Kathy Mason	<b>DOJ Telephone #:</b>	202-514-8692

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### Policy Statement:

Applicants are considered for positions for which they have applied without regard to race, religion, gender, age (40 years or older), national origin, color, creed, ancestry, marital status, disability, sexual orientation\*, genetic information, or other characteristics protected by law.

Employees: The City is committed to providing a work environment that is free from unlawful discrimination and harassment. In keeping with this commitment, the City strictly prohibits unlawful discrimination in employment based on an individuals gender, race, color, religion, creed, national origin, ancestry, age (40 years or older), marital status, disability, sexual orientation\*, genetic information, or other characteristics protected by law.

\*For the purpose of this policy "sexual orientation" means actual or perceived heterosexuality, homosexuality, bisexuality or asexuality. The City also strictly prohibits unlawful harassment in the workplace, including sexual harassment.

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

In reviewing the Utilization Analysis Chart, Fort Collins Police Services (FCPS) made the following observations: (Administrative Support) there is an underutilization of males, specifically White males (-18%). (Protective Services: Sworn-Patrol Officers) there is an underutilization of white females (-23%) and Hispanic females (-4%).

In keeping with the City of Fort Collins commitment to having a workforce that reflects the community it serves, FCPS will work closely with the City's Human Resources department to examine recruitment practices to see if there may be ways to attract more White and Hispanic females to apply for entry-level patrol officer positions.

FCPS will also examine how to increase recruitment, application and participation of males for administrative positions in a manner that does not violate or conflict with the City's objective to comply with Title VI of the Civil Rights Act of 1964.

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

### **1. To increase recruitment, application, and hiring of White or Hispanic females in sworn patrol officer positions recognizing that successful applicants must meet the hiring requirements specified in the job notice.**

- a. To coordinate with the City's Human Resources Department to collect and measure applicant demographic data to meet the Office of Civil Rights mandate.
- b. Increase recruitment efforts by providing informational sessions to prepare potential candidates on the various steps and requirements in the hiring process.
- c. Advertise openings in minority or female oriented publications.
- d. On the website, explain the physical testing process and provide training tips to enhance performance for successful completion.
- e. Contact a health club to provide training sessions for interested applicants, male and female, at their own expense to train for the physical test.
- f. After several processes, conduct an assessment as to the effectiveness of these steps in accomplishing above objective.

### **2. To increase recruitment, application, and participation of males in administrative positions in a manner that does not violate or conflict with the department's objective to comply with Title VI of the Civil Rights Act of 1964 and its implementing regulation and recognizing that successful applicants must meet the hiring requirements prescribed in the job notice and successfully pass the testing process.**

- a. To coordinate with the City's Human Resources Department to collect and measure applicant demographic data to meet the Office of Civil Rights mandate.
- b. Increase recruitment efforts by providing informational sessions to prepare potential candidates on the various steps and requirements in the hiring process.
- c. After several processes, conduct an assessment as to the effectiveness of these steps in accomplishing above objective.

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

Fort Collins Police Services will post information on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report.

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

Fort Collins Police Services will post a copy of the EEOP Utilization Report on the Police Services public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Larimer County, Colorado**

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%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,045/56%	570/3%	80/0%	4/0%	195/1%	0/0%	80/0%	0/0%	7,185/36%	560/3%	0/0%	55/0%	100/1%	0/0%	10/0%	0/0%
Utilization #/%	-56%	-3%	-0%	-0%	-1%	0%	-0%	0%	64%	-3%	0%	-0%	-1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	3/30%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,545/42%	830/3%	65/0%	50/0%	675/2%	15/0%	90/0%	70/0%	14,850/46%	930/3%	100/0%	10/0%	505/2%	30/0%	185/1%	65/0%
Utilization #/%	-12%	7%	-0%	-0%	-2%	-0%	-0%	-0%	14%	-3%	-0%	-0%	-2%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,735/37%	405/9%	25/1%	0/0%	85/2%	0/0%	30/1%	0/0%	2,210/47%	150/3%	15/0%	15/0%	60/1%	0/0%	4/0%	0/0%
Utilization #/%	26%	-9%	-1%	0%	-2%	0%	-1%	0%	-9%	-3%	-0%	-0%	-1%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	30/81%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,385/68%	160/8%	0/0%	15/1%	65/3%	0/0%	19/1%	0/0%	300/15%	80/4%	0/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	0%	0%	-1%	-3%	0%	-1%	0%	-4%	-4%	0%	-1%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	115/77%	5/3%	3/2%	0/0%	2/1%	1/1%	0/0%	0/0%	23/15%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10,975/47%	1,130/5%	144/1%	24/0%	235/1%	0/0%	188/1%	25/0%	8,960/39%	1,075/5%	0/0%	45/0%	225/1%	0/0%	120/1%	80/0%
Utilization #/%	29%	-2%	1%	-0%	0%	1%	-1%	-0%	-23%	-4%	0%	-0%	-1%	0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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>Administrative Support</b>																
Workforce #/%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115/46%	0/0%	0/0%	0/0%	0/0%	15/6%	0/0%	85/34%	0/0%	0/0%	0/0%	0/0%	0/0%	35/14%	0/0%	0/0%
Utilization #/%	-21%	0%	0%	0%	0%	-6%	0%	41%	0%	0%	0%	0%	0%	-14%	0%	0%
<b>Skilled Craft</b>																
Workforce #/%	11/15%	2/3%	0/0%	0/0%	1/1%	0/0%	0/0%	53/74%	5/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,465/33%	735/2%	30/0%	25/0%	175/1%	214/1%	0/0%	19,645/56%	1,920/6%	60/0%	75/0%	210/1%	55/0%	235/1%	40/0%	40/0%
Utilization #/%	-18%	1%	-0%	-0%	1%	-1%	0%	17%	1%	-0%	-0%	-1%	-0%	-1%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,310/74%	1,835/16%	55/0%	25/0%	25/0%	164/1%	15/0%	730/6%	85/1%	0/0%	0/0%	50/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</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%
CLS #/%	14,790/41%	3,865/11%	330/1%	65/0%	200/1%	205/1%	20/0%	13,445/37%	2,480/7%	45/0%	115/0%	430/1%	10/0%	190/1%	20/0%	20/0%
Utilization #/%	59%	-11%	-1%	-0%	-1%	-1%	-0%	-37%	-7%	-0%	-0%	-1%	-0%	-1%	-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
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>Chief</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>Captain</b>																
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%
<b>Lieutenant</b>																
Workforce #/%	8/89%	1/11%	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>Sergeant</b>																
Workforce #/%	17/74%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	115/77%	5/3%	3/2%	0/1%	2/1%	1/1%	0/0%	0/0%	23/15%	1/1%	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 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]      CAPTAIN      [title]      AUGUST 22, 2013      [date]