

# EEOP Short Form



Thu Mar 04 15:37:22 EST 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	P25 Radio Subscriber Upgrades	<b>Grant Number:</b>	2220301
<b>Grantee Name:</b>	Mansfield Police Department	<b>Award Amount:</b>	\$281,950.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1305 E Broad St. Mansfield, Texas 76063		
<b>Contact Person:</b>	Gary Fowler	<b>Telephone #:</b>	817-276-4723
<b>Contact Address:</b>	1305 E Broad St. Mansfield, Texas 76063		
<b>DOJ Grant Manager:</b>	Helen Martinez	<b>DOJ Telephone #:</b>	512-463-6472

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### Policy Statement:

Equal Employment Opportunity

Policy:

It is the employment policy of the City of Mansfield to recruit individuals qualified for positions without discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspects of employment because of political or religious opinions or affiliations or because of race, color, national origin, disability, sex or veterans status. Discrimination on the basis of age, sex or disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

Any employee or applicant for employment who perceives that he/she has been treated discriminatorily on the grounds of race, color, religion, sex, age, national origin, disability, or veteran status should consult with or file a written complaint with the Human Resources Director.

This policy is consistent with the requirements set forth by executive order 11246, as mandated, Title VII of the Civil Rights Act of 1964 as mandated, Section 503 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967 as amended, the Vietnam Era Veterans Readjustment Act of 1974 and the Americans with Disabilities act of 1992 and with established state and local E.E.O. Laws and Regulations as they affect the City.

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

In reviewing the Utilization Analysis chart, the Human Resources Department and the Police Department made the following observations:

Given the small number of employees in several of the categories it was determined not to be statistically significant if one person or a percentage of a person would result in a positive utilization percentage.

There did appear to be underutilization in these areas:

Males:

White males in Technicians and Administrative Support

Hispanic or Latino Males in Administrative Support and Service Maintenance

Black or African American Males in Protective Services-Sworn Officers and Protective Services Non-Sworn, Administrative Support and Skilled Craft

Females:

White females in Officials/Administrators, Professionals, Protective Services- Sworn Officers and Officials, Protective Services -Non-Sworn and Service Maintenance

Hispanic or Latino females in Protective Services-Sworn Officers and Service Maintenance

Black or African American females in Professionals, Protective Services-Sworn Officers and Administrative Support

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

### **1. Analyze recruiting and promotional systems to determine whether they result in unintentional adverse impact.**

- a. Police and Human Resources Department will seek to expand advertizing to target underutilized populations through job fairs, colleges, professional organizations, and websites across the Dallas Fort Worth area.
- b. Police and Human Resources Department will ensure promotional opportunities are posted and underutilized groups are encouraged to apply
- c. Job announcements will continue to include equal opportunity language
- d. Analyze exit interview data to determine whether there are unconscious barriers to promotion

### **2. Provide and promote job-related training opportunities**

- a. Publicize on-the-job training opportunities to encourage attendance by underutilized groups to expand their career potential
- b. Classes will regularly be offered related to equal opportunity and diversity and Supervisors expected to attend
- c. New employee orientation will ensure new hires are educated in the Citys Equal Opportunity policy

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

1. A copy of the Equal Opportunity policy is included in the Personnel Manual and all employees including new hires will be provided with a copy. They will sign an acknowledgement that they are responsible for reading and following the contents. It will also be available on the Citys internal network
2. Portions of the EEOP will be posted conspicuously on bulletin boards along with the other required notices along with instructions how to obtain a copy if the employee desires
3. A copy of the EEOP will be posted on the Citys internal network along with the other required notices
4. A discussion of the EEOP will be included in relevant supervisor training classes

**Step 7b: External Dissemination**

1. The EEOP will be posted on the City's website
2. All job announcements will continue to include equal opportunity language

**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 #/%	24/83%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	3/10%	0/0%	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 #/%	31%	-5%	-3%	3%	2%	-0%	-0%	-19%	-3%	-3%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	37/67%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	14/25%	1/2%	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 #/%	29%	0%	-1%	-0%	-3%	-0%	-0%	-14%	-2%	-6%	-0%	-2%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/67%	1/11%	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 #/%	-14%	-4%	-4%	-0%	-2%	0%	-0%	32%	5%	-9%	-0%	-2%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	30/77%	2/5%	4/10%	0/0%	0/0%	0/0%	0/0%	3/8%	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 #/%	17%	-2%	-2%	-0%	-1%	0%	-0%	-5%	-2%	-4%	-0%	-0%	0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	33/67%	9/18%	2/4%	0/0%	0/0%	0/0%	0/0%	4/8%	1/2%	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 #/%	37%	5%	-5%	-0%	-1%	-0%	-0%	-15%	-8%	-8%	-0%	-2%	-0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	77/62%	13/10%	9/7%	0/0%	0/0%	0/0%	0/0%	11/9%	3/2%	12/10%	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 #/%	34%	7%	-3%	0%	-1%	0%	0%	-41%	-2%	6%	-1%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	10/12%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	63/74%	5/6%	4/5%	1/1%	1/1%	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 #/%	-13%	-4%	-3%	-0%	-1%	-0%	-0%	28%	-2%	-4%	1%	-0%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	9/60%	5/33%	0/0%	0/0%	1/7%	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 #/%	3%	8%	-7%	-1%	5%	-0%	-1%	-4%	-2%	-1%	-0%	-1%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	33/50%	10/15%	5/8%	0/0%	0/0%	0/0%	0/0%	11/17%	3/5%	4/6%	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 #/%	23%	-5%	-1%	-0%	-2%	-0%	-0%	-3%	-6%	-1%	-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>Sgt/Deputy Marshal</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>Sr Fire Inspector/Arson Investigator</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%
<b>Detective</b>														
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Deputy City Marshal</b>														
Workforce #/%	5/45%	1/9%	3/27%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Deputy Director Pub Safety/Chief Police Ops</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%
<b>Asst Chief/Fire Marshal</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%
<b>Sergeant</b>														
Workforce #/%	9/90%	1/10%	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 #/%	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>Commander</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%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	33/67%	9/18%	2/4%	0/0%	0/0%	0/0%	0/0%	4/8%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%



