

EEOP Short Form



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Step 1: Introductory Information

Grant Title:	Internet Crimes Against Children	Grant Number:	2005MCCXK010
Grantee Name:	City of Portsmouth (Police Department)	Award Amount:	\$950,000.00
Grantee Type:	Local Government Agency		
Address:	1 Junkins Avenue Portsmouth, New Hampshire 03801		
Contact Person:	Det. Lt. Timothy Brownell	Telephone #:	603-610-7469
Contact Address:	3 Junkins Avenue Portsmouth, New Hampshire 03801		
DOJ Grant Manager:	Jeffrey Gersh	DOJ Telephone #:	202-514-5535

Policy Statement:

The Portsmouth, NH Police Department seeks to provide an equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, or disability and to ensure this practice of nondiscrimination is applied to every aspect of its business activities.

Step 4b: Narrative Underutilization Analysis

Please see attached hard copy document.

Step 5 & 6: Objectives and Steps

1. To identify areas where the Portsmouth Police Department (PPD) can improve its diversity message to prospective White women, Hispanic/Latino and Asian candidates in the Protective Services: Sworn Patrol Officer category.

- a. Review and revise the department's print, on-line, and college recruiting materials to ensure the department's message to women and minorities promotes the PPD's diverse workforce image and goals.
- b. Review and revise the PPD's website to reflect the department's diverse workforce message.

2. To identify recruiting sources that target candidates in the Portsmouth Police Department's (PPD) underutilized gender and race categories for Protective Services: Sworn Patrol Officers and Administrative Support positions.

a. Currently, the PPD advertises open officer positions on the PPD website and through the New Hampshire Testing Alliance. The Alliance recruits officer candidates from newhampshirehelpwanted .com, NH Unemployment website, Local Government Center website, Craig's List, NH Police Standards & Training, International Association of Chiefs of Police, livesimon.com, lawenforcementjobs.com (with links to the National Latino Peace Officer Association, the National Organization of Black Law Enforcement Executives, the National Native American Association, and the National Tribal Law Enforcement Association), and policeone.com.

The PPD will identify websites that target women in law enforcement (example: National Center for Women & Policing - www.womenandpolicing.org/jobs.asp). This process will be on-going.

b. The PPD will recruit at a minimum of two college job fairs within a 65-mile radius of the Portsmouth Police Department.

c. The testing center for law enforcement candidates in this area has recently changed venue from MacIntosh College to Great Bay Community College. The department will take this opportunity to work with the new administration on the PPD's recruiting goals.

d. The PPD will expand it's advertisement for officer positions beyond the PPD website and the testing center's "general" solicitation for officer candidates.

The PPD will advertise Portsmouth officer positions in local newspapers and on-line websites to ensure the PPD diversity message is conveyed and to attract women and minority candidates specifically to the Portsmouth Police Department.

e. Recruiting for Non-dispatch Administrative Support positions is handled by the city's Human Resources Department (outside the Police Department). The PPD will notify the HR department of the PPD's underutilized White-Male category for this job group. The PPD will work with the HR Manager to target recruiting efforts in this area when an administrative position becomes vacant.

f. The PPD will track and evaluate its efforts in this area to determine the most effective recruiting resources for the PPD's underutilized target areas. This will be an on-going process.

Step 7a: Internal Dissemination

The EEOP Short Form will be added as an addendum to the Portsmouth Police Department's (PPD) Affirmative Action Plan.

The PPD posts the Affirmative Action Plan on the department's local area network computer system under Standard Operating Procedure P-211.

Upon revision to any S.O.P. the Lieutenant in the Personnel & Training Division sends a revised copy to every employee, which includes ALL supervisors, via e-mail and highlights the changes/additions.

New hire orientation currently includes a review of the Affirmative Action Plan, which will now include the EEOP Short Form as an addendum.

A hard copy of the EEOP Short Form will be posted next to the required labor law posters on both floors of the PPD.

Step 7b: External Dissemination

A copy of the EEOP Short Form will be posted on the Portsmouth Police Department (PPD) website under the Personnel and Training tab.

The PPD will include on all job announcements that applicants may obtain a copy of the PPD's EEOP Short form upon request.

The PPD will post a public notice in the lobby of the PPD that any vendor or contractor doing business with the PPD may request a copy of the EEOP Short Form.

The PPD will include a notification line at the bottom of any annual communications from the Business Office to PPD vendors/contractors that the EEOP Short Form is available upon request.

Recruiting sources will be provided a copy of the EEOP Short Form.

Utilization Analysis Chart
Relevant Labor Market: Rockingham County, New Hampshire

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
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	16,905/62%	140/1%	70/0%	4/0%	110/0%	0/0%	60/0%	9,615/35%	60/0%	100/0%	0/0%	70/0%	0/0%	20/0%
Utilization #/%														
Professionals														
Workforce #/%	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 #/%	14,795/46%	155/0%	110/0%	10/0%	320/1%	4/0%	50/0%	16,200/50%	165/1%	90/0%	30/0%	270/1%	0/0%	25/0%
Utilization #/%	-46%	-0%	-0%	-0%	-1%	-0%	-0%	50%	-1%	-0%	-0%	-1%	0%	-0%
Technicians														
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%
CLS #/%	1,850/49%	10/0%	4/0%	0/0%	0/0%	0/0%	10/0%	1,815/49%	14/0%	0/0%	0/0%	15/0%	0/0%	20/1%
Utilization #/%	51%	-0%	-0%	0%	0%	0%	-0%	-49%	-0%	0%	0%	-0%	0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	15/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,760/88%	20/1%	0/0%	0/0%	0/0%	0/0%	0/0%	215/11%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	-1%	0%	0%	0%	0%	0%	1%	0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	31/78%	0/0%	1/2%	0/0%	1/2%	0/0%	1/2%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%
Civilian Labor Force #/%	6,675/59%	90/1%	35/0%	10/0%	35/0%	0/0%	15/0%	4,260/38%	60/1%	4/0%	15/0%	75/1%	0/0%	30/0%
Utilization #/%	18%	-1%	2%	-0%	2%	0%	2%	-25%	-1%	-0%	-0%	-1%	0%	2%
Protective Services: Non-sworn														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	85/74%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-26%	0%	0%	0%	0%	0%	0%	26%	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
Administrative Support														
Workforce #/%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,565/32%	230/1%	60/0%	25/0%	60/0%	4/0%	30/0%	25,035/65%	320/1%	80/0%	35/0%	160/0%	4/0%	80/0%
Utilization #/%	-10%	-1%	-0%	-0%	-0%	-0%	-0%	13%	-1%	-0%	-0%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	14,300/88%	85/1%	25/0%	35/0%	45/0%	0/0%	140/1%	1,495/9%	40/0%	4/0%	0/0%	30/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
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%
CLS #/%	18,320/54%	285/1%	190/1%	70/0%	210/1%	0/0%	90/0%	14,440/42%	240/1%	75/0%	30/0%	215/1%	10/0%	60/0%
Utilization #/%	46%	-1%	-1%	-0%	-1%	0%	-0%	-42%	-1%	-0%	-0%	-1%	-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
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%
Deputy 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%
Captain														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
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%
Sergeant														
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	31/78%	0/0%	1/2%	0/2%	1/2%	0/0%	1/2%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%

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.

[signature]

[title]

[date]