

EEOP Short Form



Mon Jun 30 15:01:42 EDT 2008

Step 1: Introductory Information

Grant Title: Targeted Anti-Gang Enforcement Initiative **Grant Number:** 107102

Grantee Name: Village of Carpentersville on behalf of the Carpentersville Police Department **Award Amount:** \$32,000.00

Grantee Type: Local Government Agency

Address: 1200 L.W. Besinger Drive
Carpentersville, Illinois
60110

Contact Person: Commander Tim Bosshart **Telephone #:** 847-551-3481

Contact Address: 1200 L.W. Besinger Drive
Carpentersville, Illinois
60110

State Granting Agency: Illinois Criminal Justice Information Authority **Grant Number:** 107102

Contact Name: Maureen Brennan

Contact Address: 300 W. Adams, 7th floor
Chicago, Illinois
60606

Telephone #: 312-793-1302

Policy Statement:

See Attachment

Step 4b: Narrative Underutilization Analysis

Please see the attached hard copy document.

Step 5 & 6: Objectives and Steps

1. Identify any barriers to promotion for Hispanic and Black males and White females.

- a. Review past promotional examination applications to determine if underutilization in the Protective Services: Sworn Officials may have occurred due to low rates of application for these positions by Hispanic and Black male and White female Sworn Officers. If so, work with the Carpentersville Police and Fire Commission to encourage these officers to apply for promotion.
- b. Review past promotional examination results to determine if Hispanic and Black male or White female scores for any examination component are significantly lower than those for White males. If any, provide mentoring or other assistance to prepare them for promotional process, and review the examination process with the Fire and Police Commission to determine if changes should be made to the examination process to reduce component score discrepancies.

2. Target White and Hispanic females in recruitment campaigns for Police Officer and Community Service Officer positions.

- a. To attract female applicants, the CPD will send recruitment teams (including at least one female officer) to career days at colleges within the Chicago area, and to Criminal Justice program events at those colleges, highlighting career opportunities for women as sworn officers and Community Service Officers at CPD. We will also send recruiting material designed to attract female applicants to other colleges outside the metropolitan area.
- b. To reduce high failure rates by female applicants in the physical agility phase of prior examinations, CPD will provide information and pre-examination practice opportunities for female applicants in this phase of the entry examination.

3. Actively seek White male candidates for future openings in the Administrative Support job category.

- a. When openings are anticipated in Administrative Support positions, CPD will send recruitment information, designed to attract White male applicants, to Chicago area colleges and other educational institutions, as well as sending recruitment information and position announcements to the International Association of Administrative Professionals and similar organizations.
- b. CPD will review position opening announcements and recruiting information for Administrative Support positions to ensure that they are not drafted in such a way as to discourage White male applicants.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all supervisory and exempt employees.
2. Notify all employees through e-mail and written memorandum that they may obtain a copy of the EEOP Short Form on request.
3. Post a copy of the EEOP Short Form on the Department intranet.
4. Include a printed copy of the EEOP Short Form among materials available for employees to obtain through Human Resources.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the CPD website.
2. Provide printed copies of the EEOP Short Form to the Dundee Township Library for display in their reading room.
3. Include on all job announcements for CPD positions that applicants may obtain a copy of the CPD EEOP Short Form

on request.

4. Notify all CPD contractors and vendors that a copy of the CPD EEOP Short Form is available on request.

Utilization Analysis Chart
Relevant Labor Market: Kane County, Illinois

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 #/%	18,905/59%	995/3%	560/2%	15/0%	210/1%	0/0%	95/0%	9,515/30%	820/3%	455/1%	4/0%	145/0%	0/0%	55/0%		
Utilization #/%																
Professionals																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	13,940/41%	780/2%	465/1%	20/0%	530/2%	0/0%	35/0%	15,955/47%	810/2%	655/2%	20/0%	480/1%	0/0%	25/0%		
Utilization #/%	-8%	-2%	-1%	-0%	-2%	0%	-0%	-47%	64%	-2%	-0%	-1%	0%	-0%		
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/		
CLS #/%	1,540/43%	145/4%	80/2%	0/0%	45/1%	0/0%	0/0%	1,475/41%	120/3%	130/4%	0/0%	65/2%	0/0%	10/0%		
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	14/100%	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 #/%	1,890/64%	200/7%	240/8%	0/0%	15/1%	0/0%	10/0%	480/16%	30/1%	55/2%	0/0%	15/1%	0/0%	0/0%		
Utilization #/%	36%	-7%	-8%	0%	-1%	0%	-0%	-16%	-1%	-2%	0%	-1%	0%	0%		
Protective Services: Sworn-Patrol Officers																
Workforce #/%	42/78%	7/13%	0/0%	0/0%	0/0%	0/0%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
Civilian Labor Force #/%	5,080/32%	2,920/19%	590/4%	35/0%	40/0%	10/0%	65/0%	4,005/25%	2,155/14%	590/4%	20/0%	140/1%	4/0%	70/0%		
Utilization #/%	45%	-6%	-4%	-0%	-0%	2%	-0%	-18%	-14%	-4%	-0%	-1%	-0%	-0%		
Protective Services: Non-sworn																
Workforce #/%	4/33%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	5/42%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	85/31%	0/0%	20/7%	0/0%	0/0%	0/0%	0/0%	135/50%	20/7%	10/4%	0/0%	0/0%	0/0%	0/0%		
Utilization #/%	2%	8%	1%	0%	0%	0%	0%	-8%	1%	-4%	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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/88%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%			
CLS #/%	13,800/26%	2,645/5%	760/1%	30/0%	375/1%	0/0%	80/0%	28,105/53%	4,755/9%	1,865/4%	75/0%	395/1%	10/0%	110/0%			
Utilization #/%	-26%	-5%	-1%	-0%	-1%	0%	-0%	34%	4%	-4%	-0%	-1%	-0%	-0%			
Skilled Craft																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/			
CLS #/%	13,965/69%	3,645/18%	495/2%	55/0%	140/1%	0/0%	65/0%	905/4%	770/4%	125/1%	4/0%	80/0%	0/0%	25/0%			
Utilization #/%																	
Service/Maintenance																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/			
CLS #/%	16,685/29%	16,375/28%	1,955/3%	65/0%	515/1%	20/0%	225/0%	11,555/20%	8,595/15%	1,690/3%	40/0%	545/1%	25/0%	165/0%			
Utilization #/%																	

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 of Police																
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 of Police																
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%		
Commander																
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%		
Sergeant																
Workforce #/%	8/100%	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%		
Protective Services: Sworn-Patrol Officers																
Workforce #/%	42/78%	7/13%	0/0%	0/0%	0/0%	1/2%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		

Policy Statement

On May 6, 2006, the President and Board of Trustees of the Village of Carpentersville adopted Resolution No. 06-56, "A Resolution Approving the Village of Carpentersville Personnel Manual." The Personnel Manual as approved by the adoption of Resolution No. 06-56 includes the following provisions:

It is the policy of the Village to provide equal employment opportunity in all our personnel practices to all qualified employees and applicants for employment without regard to race, color, creed, sex, marital status, national origin, ancestry, age, unfavorable military discharge, handicap unrelated to job requirements, or status as a disabled or Vietnam Era Veteran in accordance with applicable laws. The Village will take affirmative action to facilitate equal employment opportunity in its hiring and employment actions.

This equal employment opportunity policy applies to all employment activities, including but not limited to hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay and selection for training.

The Village of Carpentersville recruits candidates, both externally and internally for vacant positions at all levels, except as otherwise defined by State Statute.

Recruitment for positions shall be under the supervision of the Village Manager, unless otherwise provided by State Statute. The usual channels for recruitment for all positions include correspondence with heads of other agencies, advertising in professional journals and in newspapers.

The selection of Village employees is determined on merit with attention given to education, technical qualifications, and experience where applicable. Selection shall not be influenced by race, sex, age, physical or mental disability, political affiliation, marital status, religion or national origin.

The selection of sworn Police Officers and full-time Firefighters as well as the promotion of same to supervisory positions shall be under the jurisdiction of the Fire and Police Commission, according to State Statute and as amended by local ordinances.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Project Coordinator for the Chief of Police for the Carpentersville Police Department (CPD) made the following observations:

The small number of employees (3) in the Professional job category makes it difficult to draw any meaningful inference of significant underutilization in this category in relation to the relevant community labor market.

Although the number of employees in the Protective Services: Sworn Officials job category is also small (14), there is some underutilization of Hispanic (-7%) and Black (-8%) males, with greater underutilization of White (-16%) females.

The underutilization of females also appears in the Protective Services: Sworn Officers job category, for White (-18%) and Hispanic (-14%) females, and in the Protective Services: Non-Sworn category for White (-8%) females.

The last area of significant underutilization is in the Administrative Support job category for White (-26%) males.

In order to achieve a workforce that more closely reflects the community we serve, the Carpentersville Police Department will review its recruitment, promotion and retention practices to determine if we can reduce or eliminate underutilization of females in the Protective Services: Sworn Officials, Protective Services: Sworn Officers, and Protective Services: Non-Sworn job categories. We will also review our promotion practices to determine if there are ways to better prepare Hispanic and Black males and White females for promotion from the Protective Services: Sworn Officers to the Protective Services: Sworn Officials job category.

CERTIFICATION FORM

Recipient Name and Address: _____

Grant Title: _____ Grant Number: _____ Award Amount: _____

Contact Person Name and Title: _____ Phone Number: () _____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply.*

- | | |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

_____	_____	_____
Print or type Name and Title	Signature	Date

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that the _____ [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: _____ [organization], at _____ [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

_____	_____	_____
Print or type Name and Title	Signature	Date