

EEOP Utilization Report



Tue Sep 27 15:31:05 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring 2015-UM-WX-0042	Grant Number:	2015-UM-WX-0042
Grantee Name:	Mansfield Police Department	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	30 North Diamond Street Mansfield, Ohio 44902		
Contact Person:	Capt. Shari Robertson	Telephone #:	419-755-9754
Contact Address:	30 North Diamond Street Mansfield, Ohio 44902		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Grant Title:	COPS Hiring 2013-UM-WX-0202	Grant Number:	2013-UM-WX-0202
Grantee Name:	Mansfield Police Department	Award Amount:	\$849,844.00
Grantee Type:	Local Government Agency		
Address:	30 North Diamond Street Mansfield, Ohio 44902		
Contact Person:	Capt. Shari Robertson #197	Telephone #:	419-755-9754
Contact Address:	30 North Diamond Street Mansfield, Ohio 44902		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Policy Statement:

On December 2, 2015, Mayor Tim Theaker reviewed and approved the city of Mansfield's "Affirmative Action Plan for Minorities and Women of the City of Mansfield" which is the basis for the Mansfield Police Department's policies on Equal Employment Opportunity and Recruitment as stated in Division General Orders 31.2.1 "Recruitment Plan" and 31.2.3 "Equal Employment Opportunity Plan" (EEOP).

It is the policy of the City of Mansfield, Ohio to provide employment, training, compensation levels, transfer or promotion opportunities, and all other aspects of employment without regard to race, religion, nationality, gender, gender identity, sexual orientation, age, disability, genetic information testing, veteran/military status, family and medical leave or marital status.

The Mansfield Police Department's published General Orders 31.2.1 "Recruitment Plan" and 31.2.3 "Equal Employment Opportunity Plan" (EEOP) reflects the city's non-discrimination policy and sets forth internal procedures for filing, investigating, and resolving complaints alleging unlawful and/or discriminatory employment practices.

Step 4b: Narrative Underutilization Analysis

Given the small numbers in the job categories Officials/Administrators (3), Professional (2), Technician (1), Skilled Craft(1), and Service Maintenance (2), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy to address:

(Protective Services: Sworn--Officials) there is an underutilization of White females (-3%) and Black females (-6%). More significant, is the underutilization of White females (-29%) in the job category of (Protective Services: Sworn--Patrol Officers).

In keeping with the commitment of the Mansfield Police Department's (MPD) to having a workforce that reflects the community it serves, the MPD will examine its recruitment and retention practices to see if there may be ways to attract more White and Black females to apply for entry-level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. Target White and Black female applicants during recruitment campaigns and activities.

- a. The Mansfield Police Department (MPD) will meet with female applicants/recruits to assess how they learned about employment opportunities at (MPD). The female applicants/recruits will be asked whether they believe any changes are warranted to the recruitment efforts that would encourage more females to apply for the position of Police Officer at MPD. Based on the feedback received, MPD will re-assess their recruitment efforts approximately 6 months prior to the next recruitment phase.
- b. In an effort to encourage female youth to consider a career in law enforcement, the Mansfield Police Department (MPD) will ask permission to set up a display at the Mansfield Senior High School to show the opportunities that young women can enjoy as a Police Officer at MPD.
- c. The Mansfield Police Department (MPD) will send recruitment teams, including at least one female officer; to local universities career days, local job fairs, and other identified events that have a significant female population to make presentations and/or set up employment booths. The presentations will highlight the many benefits of employment at MPD as well as the opportunities female applicants would have available to them. Universities in the area that have these types of events include University of Akron, Kent State University, Ohio State University, North Central State College, and Ashland University.

2. Identify any barriers in recruitment efforts that might deter White and Black female applicants from applying for entry-level Police Officer positions.

- a. As a CALEA certified agency, the Mansfield Police Department (MPD) conducts exit interviews with employees who voluntarily leave the Division. MPD will continue to conduct exit interviews with employees who voluntarily leave the police department and review comments made by those female officers who voluntarily left 6 months and who had 3 years or less of service. Based on these responses, MPD will review how its employment policies may affect recruitment and retention of female police officers.
- b. The Mansfield Police Department (MPD) will meet with the safety forces "Minority Recruitment Committee" and ask for their assistance in identifying potential barriers in our recruitment effort as well as entertain any additional ideas or suggestion they may have to assist us in recruiting female applicants.
- c. The Mansfield Police Department (MPD) will reach out to the local chapters of the Human Relations Commission, NAACP, and "Ministerial Alliance" who are all part of the "Minority Recruitment Committee" to ask for suggestions in recruitment of Black and White female officers.

Step 7a: Internal Dissemination

1. The Mansfield Police Department (MPD) will post the EEOP Utilization Report on the COPNET, our local intranet, an in-house, electronic communication service that only employees can access.
2. The Mansfield Police Department (MPD) will add the EEOP Utilization Report to our General Orders which is the Division's policies and procedures manual.

3. The Mansfield Police Department (MPD) will post information on bulletin boards in 1st Floor Roll Call Room and 2nd Floor Hallway about how to obtain a copy of the EEOP Utilization Report.
4. The Mansfield Police Department (MPD) will distribute a copy of the EEOP Utilization Report to all of a recipient's supervisors, department heads, or elected officials; and send an electronic and bound hard copy to every employee stating that a copy of the EEOP Utilization Report is available on request in the recipient's human resources office.

Step 7b: External Dissemination

1. The Mansfield Police Department (MPD) will post a copy of the EEOP Utilization Plan on the Division's website.
2. The Mansfield Police Department (MPD) will distribute hard copies of the EEOP Utilization Plan to local public libraries for display in their reading rooms.
3. The EEOP Utilization Plan will be included on all job announcements for employment positions within the Mansfield Police Department (MPD).
4. The Mansfield Police Department (MPD) will notify all contractors and vendors that do business with MPD that a copy of the EEOP Utilization Plan is available upon request.
5. The Mansfield Police Department (MPD) will make available upon request, a copy of the EEOP Utilization Report in the recipient's human resources office.

Utilization Analysis Chart
Relevant Labor Market: Richland County, Ohio

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
Officials/Administrators																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,560/55%	10/0%	45/1%	35/1%	75/2%	0/0%	40/1%	0/0%	1,705/36%	55/1%	100/2%	0/0%	30/1%	0/0%	25/1%	0/0%
Utilization #/%	-21%	-0%	-1%	-1%	32%	0%	-1%	0%	-3%	-1%	-2%	0%	-1%	0%	-1%	0%
Professionals																
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 #/%	2,660/34%	35/0%	130/2%	0/0%	70/1%	0/0%	0/0%	0/0%	4,680/59%	35/0%	275/3%	0/0%	40/1%	0/0%	15/0%	0/0%
Utilization #/%	-34%	-0%	-2%	0%	-1%	0%	0%	0%	41%	-0%	-3%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	460/27%	10/1%	45/3%	0/0%	0/0%	0/0%	4/0%	0/0%	1,100/65%	0/0%	80/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-27%	-1%	-3%	0%	0%	0%	-0%	0%	35%	0%	-5%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	19/83%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,025/75%	0/0%	85/6%	4/0%	0/0%	0/0%	10/1%	0/0%	165/12%	0/0%	85/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	0%	3%	-0%	0%	0%	-1%	0%	-3%	0%	-6%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	52/88%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	5/8%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,775/51%	29/1%	195/4%	0/0%	20/0%	0/0%	24/0%	10/0%	2,070/38%	50/1%	230/4%	0/0%	0/0%	0/0%	10/0%	40/1%
Utilization #/%	37%	-1%	-2%	0%	-0%	0%	-0%	-0%	-29%	-1%	-3%	0%	0%	0%	-0%	-1%
Protective Services: Non-sworn																

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
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	55/100%	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%
Utilization #/%	-100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/58%	0/0%	3/12%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,020/28 %	34/0%	80/1%	0/0%	75/1%	0/0%	50/0%	0/0%	9,550/66 %	155/1%	430/3%	4/0%	40/0%	0/0%	80/1%	4/0%
Utilization #/%	-3%	-0%	-1%	0%	-1%	0%	-0%	0%	-7%	-1%	10%	4%	-0%	0%	-1%	-0%
Skilled Craft																
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 #/%	4,285/87 %	20/0%	85/2%	0/0%	0/0%	0/0%	10/0%	0/0%	420/9%	0/0%	105/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-0%	-2%	0%	0%	0%	-0%	0%	-9%	0%	-2%	0%	0%	0%	0%	0%
Service/Maintenance																
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 #/%	9,970/52 %	135/1%	790/4%	0/0%	30/0%	0/0%	34/0%	4/0%	7,270/38 %	145/1%	750/4%	35/0%	10/0%	0/0%	19/0%	15/0%
Utilization #/%	-52%	-1%	-4%	0%	-0%	0%	-0%	-0%	62%	-1%	-4%	-0%	-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
Protective Services: Sworn-Patrol Officers									✓							

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
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%	0/0%	0/0%
Assistant 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%	0/0%	0/0%
Captain																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	6/100%	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%
Sergeant																
Workforce #/%	10/77%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	52/88%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	5/8%	0/0%	1/2%	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.

Certified As Final By: Shari Robertson

Captain

09-27-2016

[signature]

[title]

[date]