

# EEOP Utilization Report



Fri May 20 16:55:28 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Body Worn Camera Project	<b>Grant Number:</b>	3095201
<b>Grantee Name:</b>	City of Kingsville Police Department	<b>Award Amount:</b>	\$34,112.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1700 E. King Avenue Kingsville, Texas 78363		
<b>Contact Person:</b>	Chief Ricardo Torres	<b>Telephone #:</b>	361-592-4311
<b>Contact Address:</b>	P.O. Box 1458 Kingsville, Texas 78363		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### Policy Statement:

POLICY NO. 110.00 PERSONNEL PHILOSOPHY, EQUAL EMPLOYMENT OPPORTUNITY, AND AFFIRMATIVE ACTION

The City's primary Human Resources objective is to select personnel who meet high standards of personality, character, education and occupational qualifications, who can carry on our work with competence, who have capacity for growth and who will become a living part of our City's operations.

The City realizes that its fundamental strength and future growth depend directly upon the contribution made by each person within its administration, that productivity and efficiency result from real job satisfaction and from the opportunity each person receives and accepts for his individual self development. All Human Resources Administrative Policies and Procedures as adopted by the City Commission or Administrative Procedures or Policies approved by the City Manager are established to fulfill the City's human resources objectives and goals.

The City believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, sexual preference, national origin, ancestry, age, marital status, disability, veteran status or any other basis prohibited by federal, state or local law. Equal employment opportunity will be extended to all persons in all aspects of the Employer-Employee relationship, including but not limited to recruitment, hiring, training, compensation, promotion, transfer, discipline, layoff and termination.

The City is also committed to affirmative action in all aspects of its employment environment, and all terms and conditions of employment.

Approved: August 28, 2006

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

In reviewing the Utilization Analysis Chart, the Human Resource Office for the Kingsville Police Department (KPD) made the following observations:

Given the small number of the job categories, (0)Officials/Managers, (0) Professional, (0)Technician, (58)Protective Services: Sworn, (19) Protective Services: Non-sworn, (0) for Administrative Support, (0) Skilled Craft and (0) for Service Maintenance, 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 Patrol Officers) there is an underutilization of Hispanic females (-31%).

In keeping with KPD's commitment to having workforce that reflects the community it serves, KPD will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic females to apply for entry-level patrol officer positions.

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

### **1. 1. Identify any barriers in recruitment that might deter Hispanic women from applying for entry-level Police Officer positions**

- a. City of Kingsville Human Resource Department shall provide forms to applicants to indicate how the applicant learned about the opportunity to become a KPD officer and compile a summary for each entry-level testing period. KPD will inquire as to whether anything in the recruitment or training process might be changed to encourage more females to become KPD officers. Based on applicant feedback, Kingsville will re-examine its outreach and training efforts and develop a revised outreach program within six months to utilize in the next recruitment cycle.
- b. Building on the City of Kingsville's established policy to review resignation notices and conduct exit interviews with employees who voluntarily leave the police department, KPD will review the comments from all female patrol officers who voluntarily left KPD in the last 12 months and who had three years of service or less. Based on this research, KPD will review how its employment policies may affect the recruitment and retention of female patrol officers.

### **2. 2. Target Hispanic females in police recruitment campaigns.**

- a. To attract female recruits, KPD shall continue to attend job fairs both local and in adjoining counties. KPD has and will continue to send officers to include, if possible, at least one female, to local job fairs when the opportunity arises. KPD had attending functions at Kingsville ISD campuses, Santa Gertrudis ISD campus, Del Mar College, Coastal Bend College and Texas A&M University job fairs.
- b. City of Kingsville shall continue to post all available job opportunities available to the general public with the Texas Workforce Commission (Work in Texas).

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

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send a hard-copy memorandum to all departments, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Include a bond copy of the EEOP Utilization Report among the materials displayed in the lobby of the City Human Resource Office.

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

1. Post a copy of the EEOP Utilization Report on KPD's public website.
2. Distribute copy of EEOP Utilization Report to local public library for display in their reading rooms.
3. Include on all job announcements for KPD positions that applicants may obtain a copy of KPD's EEOP Utilization Report on request.
4. Notify all contractors and vendors that do business with KPD that a copy of KPD's EEOP Utilization Report is available on request.



**Utilization Analysis Chart**  
**Relevant Labor Market: Kleberg 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	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/
CLS #/%	265/24%	225/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	205/19%	390/35%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Professionals</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	420/19%	545/25%	30/1%	0/0%	90/4%	15/1%	10/0%	0/0%	355/16%	665/30%	65/3%	0/0%	20/1%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	70/19%	105/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/29%	90/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	6/43%	6/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	177%	177%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85/25%	230/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-26%	0%	0%	0%	0%	0%	0%	3%	6%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	12/27%	26/59%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	70/7%	435/46%	25/3%	0/0%	0/0%	0/0%	0/0%	0/0%	15/2%	400/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	13%	-0%	0%	0%	0%	0%	0%	-2%	-31%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/0%	5/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	10/53%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	15/100%	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%
Utilization #/%	0%	-74%	0%	0%	0%	0%	0%	0%	16%	53%	5%	0%	0%	0%	0%	0%
<b>Administrative Support</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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	245/8%	725/24%	65/2%	0/0%	0/0%	0/0%	10/0%	4/0%	550/18%	1,345/45%	4/0%	0/0%	0/0%	0/0%	0/0%	40/1%
Utilization #/%																
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	385/34%	680/61%	40/4%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	405/11%	1,510/39%	75/2%	15/0%	20/1%	0/0%	4/0%	0/0%	320/8%	1,435/37%	30/1%	0/0%	25/1%	0/0%	15/0%	0/0%
Utilization #/%																

### 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
<b>Chief</b>																
Workforce #/%	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%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	1/50%	1/50%	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 #/%	3/50%	3/50%	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>Corporal</b>																
Workforce #/%	2/40%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	12/27%	26/59%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/11%	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.

*Deana Muzale*      *Human Resource Director*      *5/20/2016*  
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[signature]                                      [title]                                      [date]