

2014

City of Rochester, Minnesota

Police Department

EEOP Utilization Report



Mon Sep 01 17:37:02 EDT 2014

Step 1: Introductory Information

Grant Title:	Edward Byrne Memorial Justice Assistance Grant	Grant Number:	2012-DJ-BX-1223
Grantee Name:	City of Rochester	Award Amount:	\$29,919.00
Grantee Type:	Local Government Agency		
Address:	101 Fourth St SE Rochester, Minnesota 55904		
Contact Person:	Sarah Clayton	Telephone #:	507-328-6975
Contact Address:	101 Fourth St SE Rochester, Minnesota 55904		
DOJ Grant Manager:	Nikisha Love	DOJ Telephone #:	202-616-8241

Grant Title:	Edward Byrne Memorial Justice Assistance Grant	Grant Number:	2013-DJ-BX-1188
Grantee Name:	City of Rochester	Award Amount:	\$28,947.00
Grantee Type:	Local Government Agency		
Address:	101 Fourth St SE Rochester, Minnesota 55904		
Contact Person:	Sarah Clayton	Telephone #:	507-328-6975
Contact Address:	101 Fourth St SE Rochester, Minnesota 55904		
DOJ Grant Manager:	Nikisha Love	DOJ Telephone #:	202-616-8241

Grant Title:	Edward Byrne Memorial Justice Assistance Grant	Grant Number:	2010-DJ-BX-0938
Grantee Name:	City of Rochester	Award Amount:	\$41,963.00
Grantee Type:	Local Government Agency		
Address:	101 Fourth St SE Rochester, Minnesota 55904		
Contact Person:	Sarah Clayton	Telephone #:	507-328-6975
Contact Address:	101 Fourth St SE Rochester, Minnesota 55904		

DOJ Grant Manager: Nikisha Love

DOJ Telephone #: 202-616-8241

Grant Title: Edward Byrne Memorial Justice
Assistance Grant

Grant Number: 2011-DJ-BX-3219

Grantee Name: City of Rochester

Award Amount: \$35,887.00

Grantee Type: Local Government Agency

Address: 101 Fourth St SE
Rochester, Minnesota
55904

Contact Person: Sarah Clayton

Telephone #: 507-328-6975

Contact Address: 101 Fourth St SE
Rochester, Minnesota
55904

DOJ Grant Manager: Nikisha Love

DOJ Telephone #: 202-616-8241

Policy Statement:

This is to affirm the City of Rochester Police Department's policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulation of Federal, State and Local governing bodies or agencies thereof.

Our department will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

Steps will be taken to ensure that employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Reasonable accommodation will be provided to applicants and employees with disabilities.

The City of Rochester will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The City has designated the Director of Human Resources to monitor all Equal Employment Opportunity activities. If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact the Human Resource Director at (507) 328-2555. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and will take appropriate action in response to these investigations.

Updated: August 21, 2014

Step 4b: Narrative Underutilization Analysis

See Attachment

Step 5 & 6: Objectives and Steps

1. Recruit and retain a Workforce that Reflects the Communities we serve.

a. The Rochester Police Department advertises its employment opportunities in many places in an effort to reach out to protected groups. The department needs to attend job fairs and community events as funds allow. The department will work with human resources to develop ways to encourage protected groups to apply for employment positions with the police department. The department will emphasize its priority in being an Equal Opportunity Employer in its recruitment materials.

2. Understand what barriers are deterring protected groups from applying for sworn officer positions in the police department.

a. The department will work in coordination with Human Resources to research and analyze the potential barriers that are deterring protected groups from applying for sworn officer position in the police department. The Chief of Police or his designee will meet with the director of Human Resources and the Rochester Police Commission to discuss the results of the workforce analysis and express a commitment on working toward its goal of being an Equal Opportunity Department.

3. Promotion and Career Advancement.

a. The department will provide equal opportunity for training for staff of the police department in an effort to ensure that promotions and career advancement opportunities are fair and impartial. The department will work toward building an organizational and workplace culture that is inclusive.

4. Community Outreach.

a. The department will work with the community to identify barriers in the hiring, retention, and promotion of protected groups. The department will work with the community on proactively attracting the best candidates for employment with the department.

Step 7a: Internal Dissemination

1) An email will be sent to department employees informing them that the EEOP short form exists and where it may be accessed.

2) All supervisory personnel will be given a hard copy of the EEOP Short Form.

3) The EEOP Short Form will be available to employees on a shared computer folder.

Step 7b: External Dissemination

1) The department will place the EEOP Short Form on the department's public website along with a statement that the department is an Equal Opportunity Employer.

2) The department will work with human resources to notify applicants that it is an Equal Opportunity Employer.

3) Copies of the EEOP Short Form will be made available upon request.

Utilization Analysis Chart
Relevant Labor Market: Olmsted County, Minnesota

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,715/56%	110/1%	10/0%	150/2%	150/2%	0/0%	10/0%	3,355/40%	35/0%	10/0%	4/0%	30/0%	0/0%	0/0%	10/0%	10/0%
Utilization #/%																
Professionals																
Workforce #/%	1/50%	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%	0/0%
CLS #/%	9,275/37%	200/1%	245/1%	0/0%	875/3%	0/0%	15/0%	13,430/53%	185/1%	175/1%	0/0%	770/3%	0/0%	0/0%	50/0%	0/0%
Utilization #/%	13%	-1%	-1%	0%	-3%	0%	-0%	-3%	-1%	-1%	0%	-3%	0%	0%	-0%	0%
Technicians																
Workforce #/%	5/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,595/38%	30/0%	25/0%	0/0%	135/2%	0/0%	0/0%	3,650/54%	40/1%	40/1%	0/0%	185/3%	0/0%	0/0%	25/0%	15/0%
Utilization #/%	17%	-0%	-0%	0%	-2%	0%	0%	-9%	-1%	-1%	0%	-3%	0%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	33/89%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	2/5%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	645/73%	75/9%	25/3%	0/0%	0/0%	0/0%	0/0%	110/12%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	15/2%	0/0%
Utilization #/%	16%	-9%	-0%	0%	0%	0%	0%	-7%	2%	0%	0%	0%	0%	0%	-2%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	77/80%	4/4%	2/2%	1/1%	1/1%	0/0%	0/0%	11/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,520/50%	500/10%	195/4%	15/0%	65/1%	0/0%	55/1%	1,260/25%	184/4%	110/2%	0/0%	165/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	30%	-6%	-2%	1%	-0%	0%	-1%	-13%	-4%	-2%	0%	-3%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	5/33%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	7/47%	2/13%	0/0%	0/0%	0/0%	0/0%	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	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
CLS #/%	80/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-22%	0%	0%	7%	0%	0%	0%	0%	2%	13%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/19%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	24/77%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,045/28%	115/1%	180/1%	10/0%	245/1%	0/0%	10/0%	14,035/66%	130/1%	125/1%	4/0%	365/2%	0/0%	29/0%	15/0%	15/0%
Utilization #/%	-9%	-1%	-1%	-0%	2%	0%	-0%	12%	-1%	-1%	-0%	-2%	0%	-0%	-0%	-0%
Skilled Craft																
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%	0/0%	0/0%
CLS #/%	5,495/88%	350/6%	70/1%	0/0%	75/1%	0/0%	0/0%	220/4%	10/0%	15/0%	0/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-6%	-1%	0%	-1%	0%	0%	-4%	-0%	-0%	-0%	0%	0%	-0%	0%	0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,505/45%	750/4%	470/2%	50/0%	465/2%	0/0%	20/0%	8,225/39%	580/3%	310/1%	10/0%	680/3%	10/0%	35/0%	15/0%	15/0%
Utilization #/%																

Significant Underutilization Chart

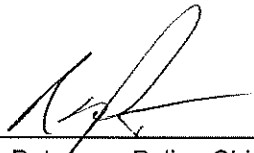
Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian 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
Police 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 #/%	3/100%	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%
Lieutenant																
Workforce #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	22/92%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	77/80%	4/4%	2/2%	1/1%	1/1%	0/0%	0/0%	0/0%	11/11%	0/0%	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.

Signed:  Date: 8-28-14
Roger Peterson, Police Chief

The Rochester Police Civil Service Commission hereby approves and adopts this EEOP Utilization Report.

Signed:  Date: 8/28/14
Tim Healy, President

ATTACHMENT

Step 4b of 7 - Narrative of Underutilization Analysis

A comparison of the City of Rochester Police Department workforce to the community labor statistics for the Olmsted County area was conducted by the City's Human Resource Department and the Rochester Police Department. The workforce analysis figures that were available are regrettably very outdated and based on 2000 Census data. Current census data gives us a more accurate reflection of area demographics.

The data indicates that many protected groups are underutilized. Much more needs to be done to attract protected class candidates to work for the Rochester Police Department. . The department would like to see the figures more closely resemble the demographics of the community we serve.

The comparison indicates that traditional career roles still exist. The City of Rochester Police Department will continue its effort to eliminate the categorization of male and female applicants into traditional career roles.

The Rochester Police Commission has a rules which states that "when a disparity exists between the make-up of the Police Department and the Department's approved affirmative action goals as identified in its Equal Employment Opportunity Plan, the Commission may certify for appointment up to two eligible candidates from each protected group for which a disparity exists". When qualified protected class applicants apply for jobs at the City of Rochester Police Department and they meet the minimum qualifications for the position, every reasonable effort will be made to ensure the applicant will receive equal opportunity for an interview.

As positions become available, a Human Resources staff member will review the minimum qualifications and the selection process with the Chief of Police for appropriateness and to eliminate, as possible, any potential barriers to protected class applicants and ensure that minimum requirements stated in each job description are accurate and job related.

The department's supervisory staff will ensure that protected class employees receive equal opportunity for training so they can prepare for promotional opportunities as they occur.

The Rochester Police Department will work in coordination with Human Resources to continue to study, analyze, and work proactively on the recruitment and selection process for hiring and promotions.