

EEOP Utilization Report



Mon Oct 03 11:46:25 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2015UMWX0125
Grantee Name:	Summerville Police Department	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	300 West 2nd North Street Summerville, South Carolina 29483		
Contact Person:	Kayla Halberg	Telephone #:	843-851-4234
Contact Address:	200 S. Main Street Summerville, South Carolina 29483		
DOJ Grant Manager:		DOJ Telephone #:	800-421-6770

Policy Statement:

Town of Summerville provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Town of Summerville complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Summerville Police Department (SPD) made the following observations:

1. The Summerville Police Department has made progress toward achieving its objectives to encourage gender and racial minorities to apply for job vacancies and maintain and enhance the utilization of Black/African-American males in Protective Services: Sworn Patrol Officer positions (a category previously underutilized by the SPD).

2. In comparison to the relevant community labor market, the SPD observes under-utilization of Black/African-American males in Protective Services: Sworn Officials, as well as Black/African-American females in Protective Services: Sworn Officials and Patrol Officers.

3. The SPD does not have any employees that fall under the Officials/Administrators, Professionals, Technicians, Skilled Craft, or Service/Maintenance job categories. Therefore, these job categories were not used in comparison to the relevant community labor market.

The SPD is committed to having a workforce that is reflective of the community that it serves. In striving to meet this commitment, SPD will enhance efforts to attract more Black/African-American males and females to apply for all open positions. The SPD will also strive to maintain and enhance the utilization of white females in all sworn positions.

Step 5 & 6: Objectives and Steps

1. Enhance the representation of gender and racial minorities through recruitment, retention, and promotion, with special attention to those currently underutilized groups including Black/African-American females in Protective Services: Sworn Officials and Sworn Patrol Officers and Black/African-American males in Protective Services: Sworn Officials categories.

a. To encourage applicants in under-utilized groups, the Town of Summerville and the Summerville Police Department will maintain and create contacts with community groups, minority, female and veterans organization groups, and other human relations organizations. The Town will distribute communications regarding current vacancies to these groups, and will also consult the groups in order to better understand how the Town can best recruit the underutilized populations.

b. The Summerville Police Department will also strive to encourage diversity through a variety of community and training-oriented functions in which it actively participates including the Citizens Police Academy, Explorer Cadet Program, School Resource Officer Program, Reserve Officer Program, and Coffee with a Cop.

c. Employment applications for the Summerville Police Department are filed through the Town of Summerville's Human Resources Department. In addition to advertising open positions in local newspapers and online, the Town's Human Resources Department will actively seek to recruit gender and racial minorities by sending out letters and e-mails to announce all job openings to predominately African-American colleges, vocational rehabilitation centers, veterans administration and rehabilitation centers, and mental health rehabilitation centers.

2. Remove and/or mitigate potential barriers to employment and promotion for gender and racial minorities.

a. The SPD will review employment data including exit interviews, applicant flow data for recent vacancies, job posting practices, interview processes, promotion evaluation, etc., to identify any potential barriers to employment or promotion for gender and racial minorities. The SPD will take action to remove and/or mitigate these potential barriers and will review its practices annually.

b. The SPD will provide necessary information to current employees regarding promotion examination requirements, including educational materials.

c. The SPD will diversify the interview panel, ensuring fair, objective, and inclusive representation of the police force and the community when making hiring decisions.

Step 7a: Internal Dissemination

Internal dissemination of the EEOP Utilization Report will include:

1. Post a notice that the EEOP Utilization Report is available for review in the Summerville Police Department common areas and break rooms.
2. Display a copy of the EEOP Utilization Report in the lobby of the Human Resources Department and the Summerville Police Department.
3. Make a copy of the EEOP Utilization Report available on the Employee Access area on the Town's website.

Step 7b: External Dissemination

External dissemination of the EEOP Utilization Report will include:

1. Display a copy of the EEOP Utilization Report with materials in the sitting area/lobby of the Human Resources Department so that it is available to all potential applicants when they pick up and/or complete an application for employment.
2. Post a notice that the EEOP Utilization Report is available for review with other public notices in the Town Hall lobby bulletin area.
3. Provide a copy of the EEOP Utilization Report on the Summerville Police Department website and in the Police Department lobby for public review and notify contractors and vendors that it is available to them.

Utilization Analysis Chart
Relevant Labor Market: Dorchester County, South Carolina

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 #/%	1,835/50%	10/0%	130/4%	20/1%	10/0%	0/0%	0/0%	0/0%	1,215/33%	40/1%	410/11%	0/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%																
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,665/32%	40/1%	225/4%	0/0%	45/1%	0/0%	25/0%	0/0%	2,660/52%	35/1%	415/8%	20/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	240/31%	0/0%	50/6%	0/0%	25/3%	0/0%	0/0%	0/0%	310/40%	45/6%	95/12%	0/0%	4/1%	0/0%	4/1%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	29/74%	3/8%	3/8%	0/0%	1/3%	0/0%	0/0%	0/0%	2/5%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	380/46%	0/0%	265/32%	0/0%	0/0%	0/0%	0/0%	0/0%	40/5%	0/0%	135/16%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	28%	8%	-25%	0%	3%	0%	0%	0%	0%	0%	-14%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	38/69%	2/4%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,110/36%	310/5%	960/16%	75/1%	0/0%	0/0%	80/1%	4/0%	1,275/22%	50/1%	855/15%	40/1%	60/1%	0/0%	0/0%	0/0%
Utilization #/%	33%	-2%	-9%	-1%	0%	0%	-1%	-0%	-2%	-1%	-15%	-1%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15/30%	0/0%	10/20%	0/0%	0/0%	0/0%	0/0%	0/0%	25/50%	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
Utilization #/%																
Administrative Support																
Workforce #/%	2/10%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	15/75%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,795/28%	70/1%	610/6%	20/0%	30/0%	15/0%	0/0%	15/0%	4,460/45%	130/1%	1,550/16%	60/1%	70/1%	4/0%	100/1%	0/0%
Utilization #/%	-18%	-1%	-1%	-0%	-0%	-0%	0%	-0%	30%	-1%	-6%	-1%	-1%	-0%	-1%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,135/69%	155/3%	930/20%	60/1%	4/0%	0/0%	20/0%	0/0%	190/4%	15/0%	60/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,385/31%	305/3%	1,590/15%	55/1%	155/1%	35/0%	130/1%	4/0%	2,805/26%	104/1%	2,145/20%	50/0%	55/1%	0/0%	65/1%	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-Officials			✓								✓					
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 #/%	1/50%	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%
Captain																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	8/89%	1/11%	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 #/%	5/62%	1/12%	2/25%	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%
Corporal																
Workforce #/%	13/76%	0/0%	1/6%	0/6%	1/6%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	38/69%	2/4%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	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.

Certified As Final By: Jon Rogers

Chief

10-03-2016

[signature]

[title]

[date]