

EEO Utilization Report

Organization Information

Name: City Of Bowling Green

City: Bowling Green

State: KY

Zip: 42102-0430

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Please find attached chapter from our local PD manual which includes our nondiscrimination policy.
Following File has been uploaded:Chapter IX Equal Employment and Affirmative Action.pdf

CHAPTER IX

EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION PROGRAM

9-1 Policy

- 9-1.1 **Statement of Support** – In all personnel transactions, the City of Bowling Green will adhere to the Equal Employment Opportunity guidelines and to those additional provisions and guidelines set forth in this Chapter.

In order to strengthen equal employment opportunity within this city, the City has voluntarily developed and implemented an Affirmative Action Program. The City will continue a policy of equal opportunity in all areas of personnel management without discrimination on the basis of race, creed, religion, color, national origin, sex, pregnancy, childbirth, pregnancy/child birth related medical conditions, genetic make-up, age, disability, veteran or family status, an individual's status as a smoker or nonsmoker, except where any of these are bona fide occupational qualifications. City government reaffirms the right of all its residents to be full participants in its development and future by implementing this Affirmative Action Program.

The City of Bowling Green complies with the ADA of 1990 as amended by the Civil Rights Act of 1991. This act prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion discharge, compensation, job training, fringe benefits, and other aspects of employment.

The City of Bowling Green will provide reasonable accommodation to qualified individuals with a disability who, with an accommodation, can perform the essential functions of the job, unless the accommodations will impose an undue hardship for the City of Bowling Green.

- 9-1.2 **Formal Dissemination of Policy** – The City will ensure that all current and prospective employees are advised of this policy by methods such as the following:

- a. This policy has been incorporated into the current Administrative Personnel Policy and Procedures Manual of the City of Bowling Green, a copy of which has been given to all employees.
- b. A copy of this policy will be distributed to all current and future employees.
- c. Internal communications media such as bulletin boards, employee meetings, employee newsletters, and employee orientations will be used to inform all employees of this policy.
- d. Periodic training will be provided for new supervisors on such topics as equal employment opportunity and diversity in the workplace.
- e. The City will, in all employee recruitment notices and solicitation, include language appropriate to the intent of this nondiscriminatory policy.

9-2 Responsibility for Policy Implementation

9-2.1 City Manager – The City Manager is responsible for administration of all affairs of the City, which includes responsibility for the overall administration of the Affirmative Action Program. The City Manager shall:

- a. Establish, administer, and provide policy direction for the Program so that equal opportunity exists in each department in all classifications. This will include directing all subordinate officials and employees to carry out all the provisions of this program.
- b. Direct those agencies, boards, and commissions which receive City funding and employ five or more persons to develop, maintain, implement and update their own Affirmative Action and Equal Opportunity Plans in order to continue to receive funding support.
- c. Direct those agencies that employ fewer than five persons to adopt and follow a policy of equal opportunity employment. Previously adopted Affirmative Action Plans that have been approved by the City may be used in lieu of such a policy.

9-2.2 Affirmative Action Responsibilities – The Human Resources Director shall be assigned the responsibilities of an Affirmative Action Officer. This person will have the firm support of the City administration for enforcing the legal and moral requirements involved in equal employment opportunity and affirmative action duties including:

- a. Developing realistic goals and monitoring the City's progress in achieving its goals as set forth in this plan.
- b. Responsibility for advising the City Manager on changes in personnel policies or practices that will facilitate the attainment of Program objectives.
- c. Disseminating to the City Manager and other responsible officials new legal guidelines on affirmative action and equal employment opportunity.
- d. Investigating and reviewing each discrimination complaint and recommending actions to alleviate and prevent further discrimination.
- e. The preparation of reports as needed concerning affirmative action, including collection of statistical information.
- f. Conferring with department heads and their employees in order to determine if each employee is properly placed according to abilities, qualifications, and talents. On the basis of this information, which shall be continually updated, employees will be encouraged to participate in either existing career development programs or new programs as they are developed.

9-3 Data and Reporting

9-3.1 Identification of Problem Areas - The City will continue to attempt to identify problem areas of employment. The Human Resources Director shall review data as follows:

- a. Statistical data will be assembled and maintained relative to equal employment in all departments of the City on an annual basis. All classified positions will be grouped into categories of similar jobs and analyzed by race, sex, salary level, and position in order to establish program goals.
- b. Statistical data will be obtained from the best available sources as to numbers and percentages of minorities and females employed or seeking employment in the various categories of position within the labor market area.

For most positions, the labor market area shall be considered to be Warren County, Kentucky. For higher-level or very specialized positions, the labor market area will be regional or national.

9-4 Complaint Procedure

9-4.1 Employee or Applicant Complaint – A City employee, applicant for City employment, or City resident desiring to utilize city services/programs, who feels he has experienced discrimination, has a number of options within the framework of this plan:

- a. Discuss the problem with the Human Resources Director, to try to informally reach a solution.
- b. Set forth in writing, within ten working days from the alleged date of discrimination, the specific charge of discrimination, including the following information:
 - (1) The date, time, and place of the alleged act of discrimination;
 - (2) The person or persons alleged to have discriminated against the employee or applicant;
 - (3) The basis of the discrimination: race, color, religion, national origin, sex, pregnancy, childbirth, pregnancy/child birth related medical conditions, genetic make-up, age, disability, veteran or family status, or an individual's status as a smoker or nonsmoker and;
 - (4) All other circumstances surrounding the alleged act of discrimination, with documentation.

This written complaint with supporting data should then be sent to the Human Resources Director, City Human Resources Department, 1001 College Street, P. O. Box 430, Bowling Green, KY 42102-0430 or via email to the Human Resources Director.

Upon receipt of the written complaint, the Human Resources Director shall forward a copy of same to the person or persons alleged to have discriminated against the employee or applicant. They shall have ten working days to respond in writing to the charge and forward said response to the Human Resources Director. The Human Resources Director shall review all written statements and hold any such

meetings as may be necessary in order to render a written decision within ten working days from the date of receipt of all facts from both sides.

If a charging party is not satisfied with the decision rendered by the Human Resources Director, the complaint may be processed under any of the other complaint options set forth in this plan.

- c. Within five working days of receipt of the decision of the Human Resources Director, the complaint may be presented to the City Manager, who shall hold a hearing thereon within ten working days. The complainant may be represented by any individual of his choosing in the hearings before the City Manager and a written decision shall be rendered within ten working days after the conclusion of the hearing.
- d. File a formal charge with any of the following commissions: (1) Bowling Green Human Rights Commission, 491 Double Springs Road, Bowling Green, KY 42101; (2) Kentucky Commission on Human Rights, 332 West Broadway, Suite 1400 - Louisville, KY, 40202 ; (3) U.S. Equal Employment Opportunity Commission, 600 Dr. MLK, Jr. Place, Suite 268, Louisville, KY 40202.
- e. File a private suit.
- f. File a complaint with the appropriate federal department or agency.

9-5 Public Contracts and Grants

- 9-5.1 Physical Construction – All agreements and contracts between the City and any contractor and/or subcontractor for construction projects and activities over \$7,500 will incorporate affirmative action and equal employment opportunity clauses.
- 9-5.2 Community Service Contracts – All agreements and contracts between the City and any agency, board, or commission which receives City funding shall incorporate affirmative action and equal opportunity clauses, and require enforcement of such policies.

9-6 Specific Program Highlights

- 9-6.1 Commitment – Top-level support of the City's Affirmative Action Program is a commitment made to all current and prospective City employees.
- 9-6.2 Program Dissemination – The Equal Opportunity Policy of the City has been included in the City Code of Ordinances, adopted by the Board of Commissioners. The Program is disseminated as follows:
 - a. Copies of this plan shall be located in each work area, and a copy distributed to each individual employee. The City's Administrative Personnel Policy and Procedure Manual will be continually reviewed and revised to incorporate all necessary changes mandated by the content of this plan.

- b. Copies of this plan will be available to all agencies/organizations on the City's recruitment list at no cost, and shall be made available upon request to any interested citizens or community groups. In addition, the Human Resources Director will be available to meet and discuss the program personally with such persons or groups.

9-6.3 Job Structuring and Upward Mobility – Proper classification, reasonable opportunities for advancement, notice of openings, and counseling are critical to the success of the Program.

- a. The classification system was adopted as the initial guideline for job specifications and minimum qualifications. Specifications will be reviewed, evaluated, and revised as needed to assure that classifications are properly assigned and requirements are job-related. The qualifications required will be the minimum needed for entrance into a given class rather than those qualifications desired of an experienced employee of the class.
- b. Career ladders are to be established where practical, to permit movement of capable lower-level employees to positions of greater responsibility as the employees develop.
- c. Job opening notices will continue to be posted electronically and on departmental bulletin boards where necessary not only to inform employees of vacancies and promotional opportunities, but also to afford them an opportunity to apply.
- d. The Human Resources Director is available for counseling employees interested in upward mobility. The employee's education and experience are reviewed to determine which jobs he might be qualified to hold, or what additional training and experience are necessary to qualify for a job the employee wishes to attain.

9-6.4 Recruitment and Selection – The following efforts will be made to improve recruitment and selection of qualified personnel:

- a. When practical, the City will attempt to give proper and timely notice of solicitation by:
 - (1) Posting notice of job openings electronically and on departmental bulletin boards where necessary to allow for promotional opportunities and word-of-mouth advertising by employees.
 - (2) Sending special notice of job openings to community and regional agencies, schools, and organizations which will be likely to refer qualified candidates from the target groups.
 - (3) Advertising in the various news media, websites, and publications used as job sources by women and minorities.
 - (4) Contact persons with applications on file.
 - (5) Making special efforts to broaden contacts with those agencies likely to refer target group applicants, including personal contacts with leaders, speaking to groups, and participating in special events such as job fairs.

- (6) A Public Safety Recruitment Plan has been implemented to further define recruitment procedures to assist the City in attracting qualified target group applicants for jobs in the Police and Fire Departments.
 - b. The on-line application format will be continuously reviewed, evaluated, and revised to eliminate items that are not job-related.
 - c. A review will be made of job categories where few members of target groups are employed in order to determine the causes of the deficiencies. Remedial efforts, where appropriate, may include more vigorous recruitment, discussion with management or supervisors regarding attitude or work environment changes, and special efforts to locate promotable employees.
Special emphasis will be placed upon cooperative efforts with interest groups such as the Human Rights Commission and NAACP to improve recruitment procedures and enlarge the pool of applicants in the target groups, particularly through referrals by these agencies.
 - d. Procedures for examination and ranking of applicants will be reviewed, evaluated and revised prior to usage to assure that they are:
 - (1) Based upon careful job analysis to determine the knowledge, skills, abilities, and other qualification requirements actually needed for the job.
 - (2) Validated by appropriate methods.
 - (3) Administered under standardized or uniform conditions with uncomplicated instructions.
 - e. Selection will be made in a non-discriminatory manner in keeping with established goals and timetables.
 - f. Follow-up with minority employees and women in non-traditional positions will be conducted during their first few months of employment to assure they are properly placed, are being adequately oriented to the job, and are establishing good working relationships with other employees.
 - g. Employment applications will be considered active for a period of one year, and applicants may ask that previously completed applications be considered for positions that may become available during this one-year period.
 - h. Data relating to the scope of applicants will be maintained as required by state and federal law. All applications will be kept for a period of two years.
- 9-6.5 Equal Pay Provision – By adopting position classification and pay plan recommendations, and committing future staff time and resources to keeping the plan current, the City is ensuring that there will be no disparity in rate of pay received among employees who are performing equivalent duties.
- 9-6.6 Layoff and Other Personnel Actions – When necessary or appropriate, the City shall reduce its work force by means of layoff or otherwise. Any discharge, layoff and recall

shall be on a classification seniority basis and the employee's work record, and not on the basis of race, religion, color, national origin, sex, age, or disability.

All other personnel actions, including termination when necessary, shall be on the basis of the employee's work record and not on any discriminatory factors. Supervisors will attempt to counsel employees and improve work behavior before disciplinary action is recommended.

9-6.7 Training – Programs to help employees improve job performance and advancement opportunities include the following:

- a. Training programs (on-the-job, formal classroom training and tuition programs) will be developed where and when applicable and financially feasible to equip employees with skills and abilities that will improve their job performance and advancement opportunities. Trainee selection methods and records of participants will be evaluated to assure that they are non-discriminatory. Encouragement will be given to target group personnel who wish to increase their skills and job potential through participation in appropriate training experience or education programs.
- b. Reimbursed tuition will be available to encourage classified employees to improve their education toward the goals of better job performance or upward mobility. In cases where a particular course is deemed very important for the employee's development, and it is only offered during the working hours, the department head may allow the employee to be released from work during the class period.
- c. All department heads and supervisory personnel will be trained in interviewing techniques, performance evaluation techniques, and assisting in career planning for employees within their departments.

9-6.8 Program Evaluation – The following steps are taken to evaluate the effectiveness of the Program:

- a. The Human Resources Director shall be responsible for compiling, or having compiled, annual progress reports regarding the City's Equal Employment/Affirmative Action Program. The report, to be presented in consistent format, shall include:
 - (1) Chart and statistical information outlining employment goals and timetables under review.
 - (2) Chart and statistical information indicating hirings, promotions, transfers and terminations by department and job category. This shall include a demographic breakdown of the current work force in each job category.
 - (3) Review of the personnel actions during the reporting period in comparison with goals and timetables of the Program.
 - (4) Specific comments regarding the job categories and/or departments in which the Program is not working.
 - (5) Recommendations for improving the Program.

- (6) Bibliography and/or footnotes for pertinent materials used in preparation of the report.
- b. Reports shall be submitted to the City Manager
- c. Exit interviews will be held with classified employees who are leaving City service. Any information, which is given relative to the Program, will be used in its evaluation.

9-6.9 Establishment of Employment Goals – Goals are established as follows:

- a. The City has determined that, except for very specialized classifications, the labor market in which it operates for most employees is Warren County, Kentucky.
Because figures representing the current labor force in Warren County are not indicative of the representation of particular groups within the community, those figures are not used in establishing employment goals. Rather, it is the goal of the City of Bowling Green to employ a work force that is representative of the community.
- b. In setting specific goals, hiring projections are based upon turnover rate patterns during the current fiscal year and upon anticipated retirement and/or resignations during the next year. Turnover data indicates that turnover is increasingly higher in the lower-level positions. Because of this fact the implementation of affirmative action efforts among higher-level ranks is greatly hampered. Even in lower-level positions turnover is relatively low. This is accounted for by scarcity of available jobs and by the fact that employees perceive the City as a steady, reliable employer.
Current work force analysis, projected positions available and hiring goals summarized each year may be included as an addendum to the Annual Affirmative Action Report.
- c. With the information available as to employment-deficient areas and projections of available positions during the next year, the City then sets goals for employment in each possible classification. Short-term realistic projections, which the City will likely be able to meet, are preferable to longer-term goals, which may or may not materialize. It is recognized that the City cannot correct deficiencies in one year; therefore, these goals set forth an orderly progression toward that ideal.
In some job categories the City is ahead of the general community in the utilization of women and minorities. In these areas, the goal will be not to allow a decrease in utilization, and perhaps to continue to increase utilization if more current labor market data indicates it is desirable.
- d. The Mayor and Commissioners shall seek qualified women and minorities to serve in appointed positions on City boards and commissions in order to allow for broader representation of the City's population in those agencies. The Mayor's office will work with interest groups such as the Human Rights Commission and NAACP to prepare recommendations for minorities and women interested and able to serve on such boards and commissions.

Step 4b: Narrative of Interpretation

See Attachment.

Following File has been uploaded:Step 4b- Narrative Underutilization Analysis.pdf

Step 5: Objectives and Steps

1. Identify any barriers in recruitment that might deter white females from applying to positions from the Professionals, Technicians, Protective Services Sworn Patrol Officer, Administrative Support, and Service/Maintenance job categories and white females and African/American females from applying for positions in the Protective Services Non-Sworn job categories.

- a. Building on the City's policy to conduct exit interviews with all employees who voluntarily leave the City, the City will review the comments from female employees who voluntarily left the City. Based on this research, the City will review how its employment policies may affect the recruitment and retention of female employees.
- b. The City of Bowling Green will inquire from female applicants to find out how they learned about the opportunity to apply for posted city positions. The City will also inquire as to whether anything in the recruitment or hiring process might be changed to encourage more females to apply. Based on their feedback, the City will reexamine its outreach and hiring efforts to improve its recruitment.
- c. The City will promote its elimination of entry level testing and new local Law Enforcement Academy to potential female applicants removing barriers in the application process and enhancing flexibilities for families during training.

2. Target White and African American females through city recruitment, partnerships, and programs.

- a. To attract more White and Minority Female employees, the City Human Resource Department will post open positions on the City's social media platforms, public website, local television and radio stations, and local newspapers, attend job fairs and community events, and utilize the Workforce Recruitment Outreach Committee to identify applicants.
- b. To attract more White and Minority Female employees, the City of Bowling Green Police Department will promote diversity through highlighting current female officers on its website.
- c. To attract more White and Minority Female employees, the City of Bowling Green Police Department will promote diversity through community engagement from partnerships, programs, and events such as Citizens Police Academy, Junior Police Academy along with numerous other partnerships, programs and participating events.

Step 6: Internal Dissemination

Distribute a hard copy of the EEOP Utilization Report to all city employees through posting on the City's home intranet service employee webpage.

Step 7: External Dissemination

Post a copy of the EEOP Utilization Report on the City's public website.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the City of Bowling Green made the following observations regarding the level of underutilization in each job category in relation to the relevant community labor market is:

- Professionals – White Female (-39%)
- Technicians – White Female (-18%)
- Protective Services – Sworn Patrol Officer – White Female (-17%)
- Protective Services – Non-Sworn – White Female (-43%), Black African-American Female (-18%)
- Administrative Support – White Female (-29%)
- Service/Maintenance – White Female (-29%)

In order to assist the City of Bowling Green with complying with its equal employment policies, the City created a Workforce Recruitment and Outreach Committee (WROC) to guide and advise the City on achieving its recruitment goals. The City of Bowling Green Mayor, with the approval of the City of Bowling Green Board of Commissioners, appoints seven members to this committee with the appointees residing within the City's employment catchment area. The City provides staff to assist the WROC in carrying out its duties including the City Manager, the City's Human Resources Department, the City's International Communities Coordinator, the Police and Fire Chiefs, and other staff members as needed or requested.

Meeting quarterly, the WROC provides support to the City's recruitment efforts by reviewing the City's current policies and procedures and recommending changes to those policies and procedures to help create an effective recruitment strategy and identify effective recruiting resources. Additionally the WROC enhances communication and collaboration between the City and its citizens by informing community groups of current job openings, identifying and recruiting potential job applicants locally and working with the City to identify and inform the City on the needs and concerns of the City's minority population. Furthermore the WROC assists the City during the candidate/ applicant interview process as needed and requested by the City.

Utilization Analysis Chart
Relevant Labor Market: Warren County, Kentucky

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 #/%	5/56%	0/0%	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%
CLS #/%	3,280/57%	40/1%	95/2%	0/0%	25/0%	0/0%	0/0%	0/0%	2,135/37%	10/0%	95/2%	0/0%	35/1%	0/0%	15/0%	10/0%
Utilization #/%	-2%	-1%	-2%	0%	-0%	0%	0%	0%	7%	-0%	-2%	0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	54/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/15%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	3,490/35%	185/2%	275/3%	4/0%	105/1%	0/0%	25/0%	15/0%	5,395/54%	80/1%	315/3%	0/0%	155/2%	0/0%	15/0%	0/0%
Utilization #/%	46%	-2%	-3%	-0%	-1%	0%	-0%	-0%	-39%	1%	-2%	0%	-2%	0%	1%	0%
Technicians																
Workforce #/%	47/49%	1/1%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	31/32%	1/1%	9/9%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	650/43%	0/0%	20/1%	0/0%	45/3%	0/0%	0/0%	0/0%	770/51%	0/0%	30/2%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	6%	1%	4%	0%	-2%	0%	0%	0%	-18%	1%	7%	0%	0%	0%	1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	2/178%	0/0%	2/7%	0/0%	1/4%	0/0%	0/0%	0/0%	2/7%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/81%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%	125/17%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	0%	5%	0%	4%	0%	0%	0%	-9%	0%	3%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	68/71%	1/1%	7/7%	0/0%	0/0%	0/0%	3/3%	0/0%	13/14%	1/1%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,575/47%	190/4%	310/6%	0/0%	155/3%	0/0%	20/0%	0/0%	1,645/30%	100/2%	320/6%	0/0%	95/2%	4/0%	0/0%	10/0%
Utilization #/%	23%	-2%	2%	0%	-3%	0%	3%	0%	-17%	-1%	-4%	0%	-1%	-0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	98/62%	1/1%	9/6%	0/0%	0/0%	1/1%	1/1%	0/0%	45/28%	2/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/71%	0/0%	20/19%	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 #/%	52%	1%	6%	0%	0%	1%	1%	0%	-43%	1%	-18%	0%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	50/42%	1/1%	6/5%	0/0%	0/0%	0/0%	2/2%	0/0%	37/31%	3/2%	18/15%	0/0%	0/0%	0/0%	3/2%	0/0%
CLS #/%	4,825/30%	130/1%	185/1%	10/0%	55/0%	0/0%	30/0%	0/0%	9,710/59%	105/1%	1,030/6%	10/0%	115/1%	4/0%	90/1%	25/0%
Utilization #/%	12%	0%	4%	-0%	-0%	0%	1%	0%	-29%	2%	9%	-0%	-1%	-0%	2%	-0%
Skilled Craft																
Workforce #/%	54/90%	1/2%	4/7%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,890/88%	185/3%	220/4%	0/0%	55/1%	0/0%	4/0%	0/0%	175/3%	0/0%	4/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-2%	3%	0%	-1%	0%	2%	0%	-3%	0%	-0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	28/90%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,625/49%	590/3%	1,335/7%	45/0%	25/0%	30/0%	120/1%	30/0%	6,445/33%	375/2%	745/4%	0/0%	205/1%	25/0%	120/1%	35/0%
Utilization #/%	42%	-3%	-0%	-0%	-0%	-0%	-1%	-0%	-29%	-2%	-4%	0%	-1%	-0%	-1%	-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
Professionals									✓							
Technicians									✓							
Protective Services: Sworn-Patrol Officers									✓							
Protective Services: Non-sworn									✓							
Administrative Support									✓							
Service/Maintenance									✓							

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 #/%	1/33%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	2/67%	0/0%	1/33%	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 #/%	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 #/%	12/80%	0/0%	0/0%	0/7%	1/7%	0/0%	0/0%	0/0%	1/7%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	68/71%	1/1%	7/7%	0/0%	0/0%	0/0%	3/3%	0/0%	13/14%	1/1%	2/2%	0/0%	1/1%	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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Nick Cook

Grants Coordinator

03-30-2022

[signature]

[title]

[date]