

EEOP Short Form



Tue Dec 21 11:38:05 EST 2010

Step 1: Introductory Information

Grant Title: Recovery Act Edward Byrne Memorial Justice Assistance Grant
Grant Number: 2009-SB-B9-1863

Grantee Name: Southfield Police Department
Award Amount: \$443,759.00

Grantee Type: Local Government Agency

Address: 26000 Evergreen Road
Southfield, Michigan
48076

Contact Person: Sergeant Michele Kuzila
Telephone #: 248-796-5513

Contact Address: 26000 Evergreen Road
Southfield, Michigan
48076

State Granting Agency: Oakland County
Grant Number: 2009-SB-B9-1863

Contact Name: Gaia Piir

Contact Address: 1200 N. Telegraph Road
Pontiac, Michigan
48341

Telephone #: 248-858-1037

Grant Title: COPS Hiring Recovery Program
Grant Number: 2009RKWX0453

Grantee Name: Southfield Police Department
Award Amount: \$624,378.00

Grantee Type: Local Government Agency

Address: 26000 Evergreen Road
Southfield, Michigan
48076

Contact Person: Sergeant Michele Kuzila
Telephone #: 248-796-5500

Contact Address: 26000 Evergreen Road
Southfield, Michigan
48076

DOJ Grant Manager: Brittany Baldwin
DOJ Telephone #: 202-353-1952

Grant Title: Edward Byrne Memorial Justice Assistance Grant
Grant Number: 2009-DJ-BX-0790

Grantee Name: Southfield Police Department
Award Amount: \$110,677.00

Grantee Type: Local Government Agency

Address: 26000 Evergreen Road
Southfield, Michigan

48076

Contact Person: Sergeant Michele Kuzila **Telephone #:** 248-796-5513

Contact Address: 26000 Evergreen Road
Southfield, Michigan
48076

State Granting Agency: Oakland County **Grant Number:** 2009-DJ-BX-0790

Contact Name: Gaia Piir

Contact Address: 1200 N. Telegraph Road
Pontiac, Michigan
48341

Telephone #: 248-858-1037

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2010-DJ-BX-1311

Grantee Name: Southfield Police Department **Award Amount:** \$88,753.00

Grantee Type: Local Government Agency

Address: 26000 Evergreen Road
Southfield, Michigan
48076

Contact Person: Sergeant Michele Kuzila **Telephone #:** 248-796-5513

Contact Address: 26000 Evergreen Road
Southfield, Michigan
48076

State Granting Agency: Oakland County **Grant Number:** 2010-DJ-BX-1311

Contact Name: Gaia Piir

Contact Address: 1200 N. Telegraph Road
Pontiac, Michigan
48341

Telephone #: 248-858-1037

Policy Statement:

The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

Step 4b: Narrative Underutilization Analysis

The City of Southfield has conducted a utilization analysis for the Police Department in an effort to determine if there are any job groups in which there are fewer minorities and/or women in a job group than would reasonably be expected based upon their availability.

Given the relatively small numbers in the job categories which qualify as Protective Services: Sworn-Officials; i.e. Police Chief, Deputy Police Chief, Police Lieutenant, and Police Sergeant, it is difficult to interpret the level of underutilization in each of these job categories as significant in relation to the relevant community labor market (see Law Enforcement Category Rank Chart and Underutilization Analysis Chart: Subtraction).

More importantly is the underutilization displayed in the Utilization Analysis Chart: Two or More Standard Deviations. This chart revealed an underutilization of two standard deviations or more in the job category Protective Services: Sworn-Patrol Officers in the following groups: White females, and Black or African American females. This analysis suggests that underutilization exists in the Police Department and there is a need to identify, update and/or establish objectives to address these concerns.

Step 5 & 6: Objectives and Steps

1. 1. To ensure equal opportunities for qualified White and Black or African American women for entry level positions in the Police Department

- a. Job announcements will continue to be posted in public facilities such as city buildings, educational facilities, the City of Southfield website and other places that will offer a wide exposure to potential applicants.
- b. Job announcements will continue to be distributed to a diverse outside mailing list who are working to increase employment opportunities for the various job groups. The Human Resources Department will review and update this list annually.
- c. The Human Resources Department will include female and/or minority employees on hiring panels; especially the oral board panel, for entry level sworn police officer and police cadet positions whenever possible.

2. 2. To target White and Black or African American females in police recruitment campaigns for entry level positions

- a. The recruitment campaign materials/advertisements (i.e. - posters, handouts, web pages, etc) will continue to highlight and include images of female and/or minority police officers.
- b. The Police Department will partner with organizations that support and advocate for women in employment to assist in our efforts to recruit and retain female police officers.
- c. The recruitment teams sent to area career and job fairs will include female and/or minority police officers, when possible.
- d. The Police Department will provide mentoring and job shadowing opportunities for police cadets, explorers, and high school and college interns in job categories where significant underutilization exists.
- e. The Police Department will evaluate and update its current diversity training program and continue to provide diversity training to all police employees.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the Southfield Police Department's EEOP Short Form to all police employees in a supervisory position.
2. Send an e-mail to all employees advising them that a copy of the Southfield Police Department's EEOP Short Form is available on request.

3. Post a hard-copy memorandum in shared employee work areas informing them that a copy of the Southfield Police Department's EEOP Short Form is available on request.

4. Post a copy of the Southfield Police Department's EEOP Short Form on the City of Southfield intranet service, an in-house electronic communication network.

Step 7b: External Dissemination

1. Post a copy of the Southfield Police Department's EEOP Short Form on the City of Southfield's public website.

2. Include on all police department job announcements a statement informing potential applicants that they may obtain a copy of the Southfield Police Department's EEOP Short Form on request.

Utilization Analysis Chart
Relevant Labor Market: Michigan

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	338,495/56%	5,455/1%	19,480/3%	1,225/0%	6,475/1%	35/0%	2,305/0%	200,535/33%	4,390/1%	25,230/4%	1,085/0%	3,275/1%	50/0%	975/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	349,070/41%	7,625/1%	25,590/3%	1,085/0%	24,420/3%	135/0%	2,435/0%	369,145/43%	7,790/1%	45,315/5%	1,790/0%	14,400/2%	80/0%	2,020/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	38,530/34%	975/1%	3,220/3%	170/0%	970/1%	4/0%	310/0%	56,450/50%	1,150/1%	8,500/8%	295/0%	1,255/1%	4/0%	290/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	27/82%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	46,090/61%	1,395/2%	10,600/14%	635/1%	115/0%	25/0%	270/0%	9,180/12%	405/1%	5,850/8%	200/0%	50/0%	0/0%	130/0%
Utilization #/%	20%	-2%	-8%	-1%	-0%	-0%	-0%	-0%	-1%	-8%	-0%	-0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	83/72%	2/2%	14/12%	0/0%	1/1%	0/0%	0/0%	13/11%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20,775/38%	1,290/2%	4,060/7%	240/0%	345/1%	4/0%	290/1%	20,525/38%	1,180/2%	4,700/9%	185/0%	350/1%	40/0%	185/0%
Utilization #/%	34%	-1%	5%	-0%	0%	-0%	-1%	-27%	-2%	-7%	-0%	-1%	-0%	-0%
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,295/30%	40/1%	270/6%	25/1%	0/0%	0/0%	4/0%	2,310/54%	90/2%	230/5%	15/0%	10/0%	0/0%	4/0%
Utilization #/%														
Administrative Support														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	288,385/25%	8,000/1%	37,570/3%	1,365/0%	4,405/0%	80/0%	2,695/0%	669,180/58%	18,265/2%	110,140/10%	4,050/0%	7,510/1%	230/0%	3,680/0%
Utilization #/%														
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	433,080/83%	13,800/3%	31,660/6%	3,210/1%	2,080/0%	90/0%	2,655/1%	26,465/5%	1,215/0%	4,715/1%	280/0%	630/0%	15/0%	205/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	667,250/44%	44,515/3%	126,785/8%	6,055/0%	10,610/1%	260/0%	7,335/0%	502,935/33%	26,015/2%	110,615/7%	5,405/0%	9,545/1%	195/0%	4,265/0%
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Police Chief														
Workforce #/%	0/0%	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%
Deputy 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%
Police Lieutenant														
Workforce #/%	8/80%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant														
Workforce #/%	18/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	83/72%	2/2%	14/12%	0/1%	1/1%	0/0%	0/0%	13/11%	0/0%	2/2%	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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

James G. Scharret

12/22/10

[signature]

[title]

[date]

James G. Scharret, City Administrator