

# EEOP Utilization Report



Mon Oct 12 16:18:34 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	TCCRP	<b>Grant Number:</b>	2012.DJ.BX.0280
<b>Grantee Name:</b>	CITY OF JOHNSON CITY	<b>Award Amount:</b>	\$800,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	601 EAST MAIN STREET JOHNSON CITY, Tennessee 37601		
<b>Contact Person:</b>	BECKY HAAS	<b>Telephone #:</b>	423-434-6105
<b>Contact Address:</b>	601 EAST MAIN STREET JOHNSON CITY, Tennessee 37601		
<b>DOJ Grant Manager:</b>	TOM PITT	<b>DOJ Telephone #:</b>	615-741-9954

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<b>Grant Title:</b>	JOHNSON CITY/WASHINGTON COUNTY FAMILY JUSTICE CENTER	<b>Grant Number:</b>	25199
<b>Grantee Name:</b>	CITY OF JOHNSON CITY	<b>Award Amount:</b>	\$240,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	601 EAST MAIN STREET JOHNSON CITY, Tennessee 37601		
<b>Contact Person:</b>	HEATHER BRACK	<b>Telephone #:</b>	423-434-5725
<b>Contact Address:</b>	601 EAST MAIN STREET JOHNSON CITY, Tennessee 37601		
<b>DOJ Grant Manager:</b>	SUSAN FRENCH	<b>DOJ Telephone #:</b>	615-532-5822

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### Policy Statement:

It is the policy of the City to select, develop and promote employees based on the individuals ability and job performance. It has been and shall continue to be the policy of the City to provide equal employment opportunity to all people in all aspects of employer/employee relations without discrimination because of race, color, religious creed, sex, national origin, ancestry, marital status, age or physical disability. This policy affects decisions including but not limited to, an employees compensation, benefits, terms and conditions of employment, opportunities for advancement, training and development, transfer, and other privileges of employment. It is further the policy of the City to comply with the letter and spirit of applicable local, state and federal statutes concerning equal employment opportunity. It is also the policy of the City that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U.S. Department of Housing and Urban Development in compliance with Title VI of the Civil Rights Act of 1964.

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

In reviewing the Utilization Analysis Chart, the Human Resources Office for The City of Johnson City Police Department (JCPD) made the following observations:

Given the small numbers in the job categories Officials/Administrators (1), Professional (10), Technician (16), 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--Officials) there is an underutilization of Black Males (-4%). More significant, is the underutilization of Black females (-2%) and White females (-35%) in the job category of (Protective Services: Sworn--Patrol Officers).

In keeping with the JCPD's commitment to having a workforce that reflects the community it serves, the JCPD will examine its recruitment and retention practices to see if there may be ways to attract more Black and White 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 White and Black women from applying for entry-level Police officer positions.**

- a. a. The JCPD will arrange to meet with female recruits to find out how they learned about the opportunity to become a JCPD officer. Working with Human Resources we will also inquire as to whether anything in the recruitment or training process might be changed to encourage more females to become JCPD officers. Based on their feedback, we will reexamine our outreach and training efforts prior to the next recruitment cycle.
- b. Building on The City of Johnson City's already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the JCPD will review the comments from all female patrol officers who voluntarily left the department in the last 12 months and who had three years of service or less. Based on this research, the JCPD will review how its employment policies may affect the recruitment and retention of female patrol officers.

### **2. 2. Target White and Black females in police recruitment campaigns.**

- a. To attract female recruits, before the next recruitment cycle the JCPD will send a recruitment team (including, if possible, at least one female officer and Human Resources) to career days and job fairs at large local High schools that have a significant female enrollment (i.e., Science Hill High School, David Crockett High School, and Daniel Boone High School). Additionally, we will evaluate visits to Northeast State Community College and East Tennessee State University for targeted female recruitment. The recruitment team will make presentations that will highlight career opportunities for women as sworn officers at JCPD.

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

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the JCPD's intranet service, an in-house electronic communication network.
4. Include a bound copy of the EEOP Utilization Report in the City of Johnson City's Human Resources Office.

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

1. Post a copy of the EEOP Utilization Report on the City of Johnson City's public website.
2. Include on all job announcements for JCPD positions that applicants may obtain a copy of the JCPD's EEOP Utilization Report on request.



**Utilization Analysis Chart**  
**Relevant Labor Market: Washington County, Tennessee**

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 #/%	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%
CLS #/%	3,625/58%	15/0%	85/1%	30/0%	0/0%	0/0%	20/0%	4/0%	2,415/38%	0/0%	40/1%	15/0%	15/0%	0/0%	10/0%	0/0%
Utilization #/%	42%	-0%	-1%	-0%	0%	0%	-0%	-0%	-38%	0%	-1%	-0%	-0%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	10/77%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,775/41%	65/1%	100/1%	0/0%	75/1%	0/0%	20/0%	25/0%	6,110/53%	95/1%	70/1%	10/0%	70/1%	0/0%	95/1%	0/0%
Utilization #/%	35%	-1%	-1%	0%	-1%	0%	-0%	-0%	-30%	-1%	-1%	-0%	-1%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	16/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	760/26%	0/0%	0/0%	10/0%	30/1%	0/0%	0/0%	0/0%	2,035/69%	0/0%	65/2%	0/0%	15/1%	0/0%	0/0%	15/1%
Utilization #/%	68%	0%	0%	-0%	-1%	0%	0%	0%	-64%	0%	-2%	0%	-1%	0%	0%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	28/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	855/85%	10/1%	45/4%	0/0%	0/0%	4/0%	0/0%	0/0%	95/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	-1%	-4%	0%	0%	-0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	100/88%	1/1%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%	9/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,280/48%	45/1%	200/3%	0/0%	90/1%	0/0%	25/0%	0/0%	2,895/43%	60/1%	150/2%	0/0%	20/0%	0/0%	15/0%	15/0%
Utilization #/%	40%	0%	-1%	0%	-0%	0%	-0%	0%	-35%	-1%	-2%	0%	-0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,615/35%	45/0%	265/1%	20/0%	90/0%	0/0%	130/1%	0/0%	10,825/58%	190/1%	335/2%	55/0%	45/0%	0/0%	30/0%	20/0%
Utilization #/%																
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,075/85%	250/5%	40/1%	0/0%	0/0%	0/0%	20/0%	0/0%	350/7%	0/0%	75/2%	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 #/%	8,535/49%	585/3%	450/3%	10/0%	140/1%	0/0%	24/0%	20/0%	6,930/40%	225/1%	400/2%	0/0%	90/1%	0/0%	50/0%	45/0%
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
<b>Protective Services: Sworn-Patrol Officers</b>									✓							

**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>POLICE CHIEF</b>																
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%
<b>POLICE MAJOR</b>																
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%
<b>POLICE CAPTAIN</b>																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>POLICE LIEUTENANT</b>																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>POLICE SERGEANT</b>																
Workforce #/%	15/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	100/88%	1/1%	2/2%	0/1%	1/1%	0/0%	0/0%	0/0%	9/8%	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.

*Alan Willis*

[signature]

HR Director

[title]

10-16-15

[date]



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

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Washington, D.C. 20531

October 19, 2015

Steve Willis  
City of Johnson City Police Department  
601 East Main Street  
Johnson City, TN 37601

Re: Equal Employment Opportunity Plan (EEOP) for City of Johnson City Police Department

Dear Mr. Steve Willis,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the EEOP Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The plan that you submitted conforms to the online Guide to the Design and Development of an Equal Employment Opportunity Plan, which provides the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* Your approved plan is effective for two years from the date of this letter, and satisfies the EEOP requirement for any subsequent grant awards received during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X 

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Michael L. Alston  
Director

Signed by: MICHAEL ALSTON