

# EEOP Utilization Report



Wed Oct 12 13:11:57 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Hiring Grant	<b>Grant Number:</b>	2014ULWX0023
<b>Grantee Name:</b>	Tacoma Police Department	<b>Award Amount:</b>	\$3,409,753.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	3701 South Pine Street Tacoma, Washington 98409		
<b>Contact Person:</b>	Assist. Chief Kathy McAlpine	<b>Telephone #:</b>	253-591-5889
<b>Contact Address:</b>	3701 South Pine Street Tacoma, Washington 98409		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### Policy Statement:

Tacoma Police Department's P1.6.2 DISCRIMINATION/HARASSMENT CALEA 26.1.3 (R 03/2010)

It is the Departments intent to provide a work environment free from all forms of illegal discrimination, harassment, and retaliation and in adherence to departmental values. Employees are expected to be respectful of their co-workers and others with whom they come into contact while representing the Department. Employees are expected to conduct themselves in a manner that complies with this policy and demonstrates respect for the diversity of the Departments workforce and the community it serves. Discrimination and harassment can be difficult to identify and can occur in many forms. It can be intentional or unintentional, overt or covert. It is the intent of the Department to respond to all complaints made under this policy with prompt, fair, and appropriate action. Violations of this policy will be addressed through appropriate fact-finding and disciplinary measures up to and including termination; the Departments policy is Zero Tolerance.

No single statement defining discrimination/harassment can infinitely address every situation which may confront members of the Department. All members are encouraged to use reasonable judgment while not restricted to definitions in a legal sense when reporting incidents. This policy is intended to assist the Department in addressing not only illegal discrimination/ harassment, but also any conduct that is reasonably considered offensive and/or inappropriate. The City of Tacoma's Personnel Policy 130 POLICY is attached.

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

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

In reviewing the Utilization Chart, the Assistant Chief of Administrative Service Bureau (Hiring and Recruitment) made the following observations.

Protective Services: Sworn - Officials: There is an underutilization of Hispanic Males (-3%) and in the Sworn- Patrol Officers there is an underutilization of Hispanic males (-5%), Hispanic females (-3%) and white females (-2). Since 2015 the focus has been on recruitment and hiring of recruits that reflect the community we serve. The Police Department has increased the number of underutilized applicants in particular African American, Hispanic and Asian men and women. The Department hired 37 police officers (7 female and 30 males, of those hired 19% were Asian, 16% African American and 8% Hispanic). The Department hosted a Diversity Hiring Fair and contacted the Latino and African American community leaders for recruitment strategies. The Department will continue to conduct an analysis after each eligibility list as well as an annual analysis of our recruitment and hiring practices to identify any barriers, obstacles, or opportunities to change. The Department works closely with Human Resource and the Office of Equity and Human Rights on these efforts.

## **Step 5 & 6: Objectives and Steps**

### **1. Identify any barriers in recruitment that might deter underutilized applicants in particular; Hispanic, African American men and women and White women from applying for entry level police officer position.**

a. Continue to assess current hiring eligibility lists to identify where applicants are dropping out and determine if there is a pattern, determine if the barrier is valid and work with Human Resource to determine if there are alternatives and solutions to remove the barrier.

Continue to host workshops for applicants and specifically address obstacles to increase performance.

Reach out to the Latino and African American Community, as well as the Project PEACE Executive Committee to develop recruitment strategies, implement and evaluate the effectiveness of those strategies.

B. Reach out to the Latino and African American community to develop recruitment strategies and implement the strategies.

### **2. Continue to reach out to the underutilized community and solicit recruitment suggestions to identify barriers and develop our youth**

a. Youth engagement is a long-term recruitment strategy that the Department may not see results for 5-10 years depending on the age of the student. However building trust in the diverse community will likely increase the interest in law enforcement by the adult population.

Have a recruitment booth or material at all of the Department's Project PEACE Community Engagement Forums, these forums are designed to have authentic engagement between police and underutilized communities.

Document and evaluate efforts in the Annual Recruitment Report.

### **3. Use Recent New Hires in particular Hispanic and African American officers as recruiting agents**

a. The Department has been very successful in hiring diversity from 2015-present. Once a recruit is off probation, the officers become the best recruiters and ambassadors for the Department. An example is we hired an Out of State Lateral Officer (Hispanic Male) who has now recruited his younger brother to lateral to TPD and we have since hired him increasing our Hispanic officer demographics.

Interview newly hired officers to understand what attracted them to Tacoma and ask for any suggestions for recruiting others.

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

1. Distribute an email attaching the EEOP Utilization Report to all Department Supervisors.

2. Send out a Department Memorandum to all employees advising them that the report exists and if they want a copy, one will be sent to them electronically at their request.

**Step 7b: External Dissemination**

1. Distribute a copy to the City EEO, Office of Equity and Human Rights and Human Resource Department.
2. Post on the Department's public Website
3. Notify all contractors and vendors that to do business with TPD a copy of the EEOP Utilization Report is available upon request.

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

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,155/48%	980/3%	785/2%	260/1%	875/2%	10/0%	294/1%	205/1%	11,340/32%	790/2%	765/2%	205/1%	950/3%	130/0%	485/1%	205/1%
Utilization #/%																
<b>Professionals</b>																
Workforce #/%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,390/32%	650/1%	685/1%	160/0%	1,575/3%	155/0%	535/1%	170/0%	25,065/49%	1,155/2%	1,065/2%	195/0%	1,980/4%	90/0%	645/1%	135/0%
Utilization #/%	18%	-1%	-1%	-0%	-3%	-0%	-1%	-0%	-33%	-2%	15%	16%	-4%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	1/12%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	1/12%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%
CLS #/%	2,265/26%	190/2%	510/6%	4/0%	220/2%	0/0%	45/1%	60/1%	4,340/49%	150/2%	250/3%	45/1%	330/4%	80/1%	270/3%	70/1%
Utilization #/%	-13%	10%	-6%	-0%	-2%	0%	-1%	-1%	-12%	11%	-3%	-1%	21%	-1%	-3%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	79/68%	0/0%	5/4%	0/0%	9/8%	0/0%	0/0%	0/0%	21/18%	0/0%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,045/64%	210/3%	550/9%	60/1%	260/4%	30/0%	90/1%	4/0%	830/13%	45/1%	80/1%	0/0%	55/1%	10/0%	10/0%	0/0%
Utilization #/%	3%	-3%	-4%	-1%	4%	-0%	-1%	-0%	5%	-1%	0%	0%	-0%	-0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	157/72%	6/3%	8/4%	3/1%	14/6%	0/0%	0/0%	0/0%	24/11%	1/0%	3/1%	0/0%	3/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	13,525/37%	2,700/7%	1,760/5%	245/1%	825/2%	600/2%	1,005/3%	310/1%	10,215/28%	1,325/4%	1,145/3%	165/0%	920/3%	415/1%	764/2%	195/1%
Utilization #/%	34%	-5%	-1%	1%	4%	-2%	-3%	-1%	-17%	-3%	-2%	-0%	-1%	-1%	-2%	-1%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	2/67%	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%	0/0%	0/0%
CLS #/%	295/48%	15/2%	10/2%	0/0%	10/2%	0/0%	4/1%	0/0%	235/38%	35/6%	0/0%	4/1%	0/0%	0/0%	10/2%	0/0%
Utilization #/%	19%	-2%	-2%	0%	-2%	0%	-1%	0%	-5%	-6%	0%	-1%	0%	0%	-2%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/72%	0/0%	2/11%	0/0%	3/17%	0/0%	0/0%	0/0%
CLS #/%	20,495/26%	1,580/2%	1,595/2%	275/0%	1,790/2%	240/0%	890/1%	250/0%	40,580/51%	2,860/4%	3,040/4%	510/1%	2,630/3%	740/1%	1,595/2%	695/1%
Utilization #/%	-26%	-2%	-2%	-0%	-2%	-0%	-1%	-0%	21%	-4%	7%	-1%	13%	-1%	-2%	-1%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	21,715/73%	3,145/11%	1,085/4%	145/0%	1,000/3%	160/1%	660/2%	160/1%	1,070/4%	125/0%	90/0%	25/0%	205/1%	30/0%	85/0%	45/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	29,640/35%	6,345/8%	3,595/4%	485/1%	2,855/3%	705/1%	1,265/2%	340/0%	26,445/31%	3,665/4%	2,415/3%	380/0%	4,035/5%	370/0%	1,085/1%	520/1%
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-Officials</b>		✓														
<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>Chief of Police and Assistant Chiefs</b>																
Workforce #/%	2/50%	0/0%	0/0%	0/25%	1/25%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	4/100%	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>Lieutenant</b>																
Workforce #/%	10/71%	0/0%	3/21%	0/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	29/69%	0/0%	0/0%	0/12%	5/12%	0/0%	0/0%	0/0%	8/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Detective</b>																
Workforce #/%	34/64%	0/0%	2/4%	0/4%	2/4%	0/0%	0/0%	0/0%	12/23%	0/0%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	157/72%	6/3%	8/4%	3/6%	14/6%	0/0%	0/0%	0/0%	24/11%	1/0%	3/1%	0/0%	3/1%	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 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.

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[signature]

[title]

[date]