

# EEOP Utilization Report



Fri Oct 07 11:32:05 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Hiring Program	<b>Grant Number:</b>	2013UMWX0128
<b>Grantee Name:</b>	Rapid City Police Department	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	300 Kansas City St, Suite 200 Rapid City, South Dakota 57701		
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### Policy Statement:

The City of Rapid City is an Equal Opportunity Employer. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy statement applies to all terms and conditions of employment, including recruiting, 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 Rapid City Police Department made the following observations:

The RCPD is significantly underutilized in the Protective Services/Sworn Patrol Officer category in regard to females, specifically White and Two or More Races. The RCPD is also underutilized, to a lesser extent, in nearly every category in regard to women of all races.

In keeping with the RCPD's commitment to having a workforce that reflects the community it serves, the RCPD will examine its recruitment and retention practices to see if there may be more ways to attract more Native American and White females to apply for entry-level patrol positions. As part of that commitment, the RCPD will continue to evaluate ways to remove barriers as it relates to pre-hire testing. The RCPD will also continue to invest in its internal staff, especially Native Americans and females of all races, to provide professional development opportunities with the intent to remove barriers to advanced leadership/command positions.

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

### **1. To ensure equal opportunities for Native Americans and Females when the RCPD initiates opportunities to apply and test with the department for Protective Services/Sworn Patrol Officers.**

- a. Continue to attend local college/university job fairs, including Black Hills State University and Oglala Lakota College Allied Health Career fair.
- b. Continue to attend Lakota Nations Invitational basketball tournament in an effort to improve Native American outreach.
- c. Continue to maintain and further develop the relationship with Western Dakota Tech law enforcement program and attend their annual career fair.
- d. Continue to attend local career fairs that target transitioning military service personnel, including the Black Hills Veterans Job Fair and the Black Hills Regional Job Fair.
- e. Improve internal recruiting efforts by educating citizens and City staff who attend the annual RCPD Citizens Police Academy and the Youth Outreach Academy.
- f. The RCPD will continue to individually contact each applicant (regardless of race and/or gender) who is invited to test and give them an opportunity to ask any questions about the testing process. Included in that phone call is suggestions on how to prepare for the written exam (i.e. visit the practice tests online, etc.). The RCPD Training Administrator will also continue to offer a pre-testing prep session the day prior to each testing, to be held at the department.
- g. Continue targeting diverse groups of potential applicants through various department social media accounts such as Facebook, LinkedIn, Twitter, and YouTube.
- h. Continue to improve Native American recruiting efforts by supporting the Oceti Sakowin Ambassadors Group.
- i. In the next year, the RCPD will continue its evaluation of removing barriers to equal employment opportunity, specifically as it pertains to Native Americans and females of all races. One step will be to change the pre-hire written exam passing grade from 75 to 70. In addition, the RCPD will hold a pre-physical fitness testing "practice" session where interested candidates can run through the physical fitness exercises, including push-ups, sit-ups, and 1.5 mile run. The department will also consider surveying current personnel as well as new hire recruits to gain insight on what they as candidates experienced as barriers.
- j. Create advertising materials focusing on women and minority members of the department.
- k. Conduct testing analysis reports to improve recruiting efforts and support objectives.

### **2. To ensure equal opportunities for Native Americans and Females when the RCPD initiates internal advancement opportunities for Protective Services/Sworn Officials**

- a. The RCPD will continue to make internal advancement opportunities known in accordance with the applicable union contract (Fraternal Order of Police) and established department promotional opportunity notification procedures, including electronic mail notices to eligible sworn personnel.

b. The RCPD will continue to support internal advancement by offering internal staff the option to attend external training opportunities such as "Women in Command" and "Leadership in Police Organization" seminars. This is in addition to supporting attendance of leadership and personal and professional development classes, conferences, and seminars.

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

The RCPD will disseminate the EEOP Utilization Report along with a notice to people within the organization in the following ways:

Posting the EEOP Utilization Report on the RCPD's intranet page;

Placing a copy of the EEOP Utilization Report in the recipient's policies and procedures manual;

Posting information on bulletin boards in employee break and briefing areas about how to obtain a copy of the EEOP Utilization Report;

Distributing a copy of the EEOP Utilization Report to all supervisors and department heads;

Sending electronic (e-mail) to every employee stating that a copy of the EEOP Utilization Report is available on request in the RCPD Administration Office as well as the Assistant Chief of Police's office.

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

The RCPD will disseminate the EEOP Utilization Report along with a notice to people outside of the organization in the following ways:

Notifying applicants, vendors, and contractors in writing that the RCPD has developed an EEOP Utilization Report and that it is available on request for review;

Posting a copy of the EEOP Utilization Report on the RCPD's public website and the City of Rapid City's public website;

Posting hard copies of the report throughout public areas of the RCPD department/public safety building;

Making hard copies of the EEOP Utilization Report available in local libraries as well as the City's Human Resources Office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Pennington County, South Dakota**

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 #/%	3,190/53 %	95/2%	50/1%	85/1%	20/0%	0/0%	15/0%	0/0%	2,320/39 %	30/0%	45/1%	70/1%	25/0%	0/0%	75/1%	0/0%
Utilization #/%																
<b>Professionals</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 #/%	3,840/38 %	130/1%	30/0%	145/1%	30/0%	0/0%	50/0%	0/0%	5,385/53 %	70/1%	15/0%	250/2%	20/0%	0/0%	175/2%	0/0%
Utilization #/%	62%	-1%	-0%	-1%	-0%	0%	-0%	0%	-53%	-1%	-0%	-2%	-0%	0%	-2%	0%
<b>Technicians</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%
CLS #/%	560/36%	10/1%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	890/57%	4/0%	0/0%	65/4%	0/0%	0/0%	10/1%	0/0%
Utilization #/%	47%	-1%	0%	-1%	0%	0%	0%	0%	-41%	-0%	0%	-4%	0%	0%	-1%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	37/88%	1/2%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	685/79%	15/2%	10/1%	30/3%	0/0%	0/0%	4/0%	0/0%	105/12%	10/1%	0/0%	0/0%	0/0%	0/0%	10/1%	0/0%
Utilization #/%	9%	1%	-1%	-1%	2%	0%	-0%	0%	-7%	-1%	0%	0%	0%	0%	-1%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	69/86%	2/2%	1/1%	1/1%	1/1%	0/0%	1/1%	0/0%	5/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	990/37%	19/1%	0/0%	60/2%	20/1%	0/0%	18/1%	0/0%	1,380/51 %	10/0%	25/1%	20/1%	15/1%	0/0%	129/5%	0/0%
Utilization #/%	49%	2%	1%	-1%	1%	0%	1%	0%	-45%	-0%	-1%	-1%	-1%	0%	-5%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%
CLS #/%	45/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/56%	10/8%	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 #/%	47%	0%	0%	0%	0%	0%	0%	0%	-56%	-8%	0%	17%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/76%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%
CLS #/%	4,760/31%	74/0%	35/0%	175/1%	15/0%	0/0%	59/0%	0/0%	9,175/60%	280/2%	75/0%	470/3%	95/1%	0/0%	119/1%	25/0%
Utilization #/%	-13%	-0%	-0%	-1%	-0%	0%	-0%	0%	17%	-2%	-0%	-3%	-1%	0%	5%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,525/87%	130/3%	50/1%	165/3%	4/0%	0/0%	75/1%	25/0%	200/4%	0/0%	0/0%	0/0%	4/0%	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 #/%	6,000/45%	295/2%	95/1%	430/3%	210/2%	0/0%	310/2%	30/0%	4,920/37%	180/1%	20/0%	550/4%	180/1%	0/0%	185/1%	50/0%
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>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>Assistant 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>Captain</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>Lieutenant</b>																
Workforce #/%	5/83%	1/17%	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>Sergeant</b>																
Workforce #/%	12/80%	0/0%	0/0%	1/7%	1/7%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Detective</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%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	69/86%	2/2%	1/1%	1/1%	1/1%	0/0%	1/1%	0/0%	5/6%	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.

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[signature]

[title]

[date]