

EEOP Short Form



Wed Oct 26 16:16:04 EDT 2011

Step 1: Introductory Information

Grant Title:	FY09 Recovery Act Byrne JAG	Grant Number:	2009-SB-B9-1623
Grantee Name:	City of Ames	Award Amount:	\$166,324.00
Grantee Type:	Local Government Agency		
Address:	515 Clark Ave Ames, Iowa 50010		
Contact Person:	Douglas Houghton	Telephone #:	515-239-5311
Contact Address:	515 Clark Ave Ames, Iowa 50010		
DOJ Grant Manager:	Lesley Walker	DOJ Telephone #:	202-307-0863

Grant Title:	FY09 Byrne JAG Formula	Grant Number:	2009-DJ-BX-0795
Grantee Name:	City of Ames	Award Amount:	\$31,465.00
Grantee Type:	Local Government Agency		
Address:	515 Clark Ave Ames, Iowa 50010		
Contact Person:	Douglas Houghton	Telephone #:	515-239-5311
Contact Address:	515 Clark Ave Ames, Iowa 50010		
DOJ Grant Manager:	Lesley Walker	DOJ Telephone #:	202-307-0863

Grant Title:	FY10 Byrne JAG Formula	Grant Number:	2010-DJ-BX-1109
Grantee Name:	City of Ames	Award Amount:	\$34,689.00
Grantee Type:	Local Government Agency		
Address:	515 Clark Ave Ames, Iowa 50010		
Contact Person:	Douglas Houghton	Telephone #:	515-239-5311
Contact Address:	515 Clark Ave Ames, Iowa 50010		
DOJ Grant Manager:	Lesley Walker	DOJ Telephone #:	202-307-0863

Grant Title:	FY11 Byrne JAG Formula	Grant Number:	2011-DJ-BX-3088
Grantee Name:	City of Ames	Award Amount:	\$30,106.00
Grantee Type:	Local Government Agency		
Address:	515 Clark Ave Ames, Iowa 50010		
Contact Person:	Douglas Houghton	Telephone #:	515-239-5311
Contact Address:	515 Clark Ave Ames, Iowa 50010		
DOJ Grant Manager:	Lesley Walker	DOJ Telephone #:	202-307-0863

Policy Statement:

The City of Ames affirms its commitment to providing Equal Employment Opportunity for all employees and applicants of the City. No personnel decision or action shall be unlawfully influenced in any manner by consideration of an individual's race, sex, color, creed, religion, national origin, ancestry, age, disability, sexual orientation, or gender identity.

The City of Ames also affirms its commitment to attaining work force that represents the available population work force. The City seeks to do this in three ways:

1. Strict enforcement of laws against discrimination based on protected class in terms, conditions, or privileges of employment.
2. Analysis of the City of Ames work force to identify areas which do not reflect the available qualified population in their gender and racial makeup.
3. The implementation of an Affirmative Action Plan to eliminate those deficiencies.

Step 4b: Narrative Underutilization Analysis

In most categories, under or over utilization is represented by a single individual because the numbers are small. It is difficult to interpret these numbers as significant in relation to the community labor market.

The most notable statistic from the Utilization Analysis Chart is the underutilization of white women across many job categories. Only the Administrative Support and Protective Services: Non-sworn categories show positive utilization for this group. The City of Ames can generally demonstrate an historic pattern of improvement in the utilization of women but there remains a need to continue that pattern of improvement into the future.

Of particular note is the underutilization of white women in Protective Services: Sworn Personnel where the underutilization reaches 37%. This is an improvement from the recent past, but not a significant improvement. Story County is the home to Iowa State University. As a predominately rural county, the impact of the university population on the overall population is significant, accounting for nearly 1/3 of the total population. The presence of the university and a larger than average population of qualified women may skew the county workforce numbers somewhat as the students are not actively in the workforce. Nevertheless, the need to focus on the recruitment and retention of women to the sworn personnel ranks is notable.

An improvement in the utilization of women in the sworn ranks will lead to the improvement in the utilization of women in the Protective Services: Sworn officials category where, because of the small pool, a single hire would significantly impact the utilization numbers.

Step 5 & 6: Objectives and Steps

1. Identify barriers in police departments recruitment process that might limit applications from women.

- a. Review the process used in the last police department recruitment, including statistical data on the number of women applicants. Then review the recruitment process with currently employed women officers and professional staff in Human Resources to determine if the process is adequate.

2. Identify specific recruiting practices that will encourage women to apply.

- a. To improve recruitment of women, the police department will coordinate recruitment with Iowa State Universitys Womens Center and the university placement office to establish a vehicle for distribution of recruitment materials and information.
- b. The police department will continue efforts to recruit women in several ways: We have been successful at bringing new staff in at the para-professional level and using that as a springboard to certified officer status. Ride-alongs and other observation roles will help develop relationships with qualified candidates early in the recruitment process. Highlighting the success of current employees in print and other media establishes an image that helps candidates see similarly situated people as certified officers. The department will also continue the family friendly practices that make this an accommodating workplace.

3. Provide opportunities for professional development to women officers to encourage retention.

- a. Review the departments training schedule to make sure that it provides leadership and advanced training for women officers.

Step 7a: Internal Dissemination

Provide a hard copy of the EEOP short form to command staff.

Place a hard copy of the EEOP short form in the shift briefing room.

Post a copy of the EEOP short form on the departments shared computer drive and notify all employees that it can be viewed there.

Step 7b: External Dissemination

Provide a hard copy of the EEOP short form to the city managers.

Post a copy of the EEOP short form on the city's public website.

Provide a copy of the EEOP short form to area law enforcement agencies.

Utilization Analysis Chart
Relevant Labor Market: Story County, Iowa

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 #/%	34/74%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	11/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,325/61%	25/0%	30/1%	0/0%	35/1%	4/0%	15/0%	1,935/35%	8/0%	40/1%	10/0%	45/1%	0/0%	0/0%
Utilization #/%	13%	2%	-1%	0%	-1%	-0%	-0%	-11%	-0%	-1%	-0%	-1%	0%	0%
Professionals														
Workforce #/%	46/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/32%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,845/46%	135/1%	120/1%	10/0%	855/7%	0/0%	40/0%	5,250/41%	45/0%	145/1%	4/0%	350/3%	0/0%	10/0%
Utilization #/%	21%	-1%	-1%	-0%	-7%	0%	-0%	-9%	-0%	0%	-0%	-3%	0%	-0%
Technicians														
Workforce #/%	34/79%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/19%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	875/47%	0/0%	0/0%	0/0%	50/3%	10/1%	10/1%	895/48%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	32%	0%	0%	0%	-3%	-1%	-1%	-30%	0%	0%	0%	-1%	2%	0%
Protective Services: Sworn-Officials														
Workforce #/%	13/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%
CLS #/%	390/85%	4/1%	10/2%	0/0%	0/0%	0/0%	0/0%	50/11%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%
Utilization #/%	8%	-1%	-2%	0%	0%	0%	0%	-11%	0%	0%	0%	-1%	7%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	31/79%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	5/13%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	930/43%	25/1%	55/3%	10/0%	10/0%	0/0%	0/0%	1,085/50%	15/1%	20/1%	0/0%	25/1%	0/0%	0/0%
Utilization #/%	37%	1%	0%	-0%	-0%	0%	0%	-37%	-1%	2%	0%	-1%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	4/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/80%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%
CLS #/%	30/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-34%	0%	0%	0%	0%	0%	0%	30%	0%	0%	0%	0%	4%	0%
Administrative Support														

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 #/%	7/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	57/88%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	3,400/31%	75/1%	105/1%	4/0%	70/1%	0/0%	25/0%	7,050/64%	60/1%	95/1%	10/0%	180/2%	0/0%	25/0%
Utilization #/%	-20%	-1%	-1%	-0%	-1%	0%	-0%	24%	-1%	-1%	-0%	-2%	2%	-0%
Skilled Craft														
Workforce #/%	82/98%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,950/92%	80/2%	15/0%	10/0%	15/0%	0/0%	4/0%	130/4%	0/0%	10/0%	0/0%	4/0%	0/0%	4/0%
Utilization #/%	6%	-1%	1%	-0%	-0%	0%	-0%	-4%	0%	-0%	0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	72/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,695/50%	225/2%	195/2%	40/0%	155/1%	4/0%	60/1%	4,610/41%	120/1%	55/0%	20/0%	105/1%	10/0%	15/0%
Utilization #/%	39%	-2%	-2%	-0%	-1%	-0%	-1%	-30%	-1%	-0%	-0%	-1%	-0%	-0%

Significant Underutilization Chart

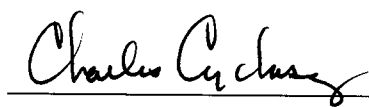
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals					✓									
Technicians								✓						
Protective Services: Sworn-Patrol Officers								✓						
Administrative Support	✓													
Service/Maintenance								✓						

Law Enforcement Category Rank Chart

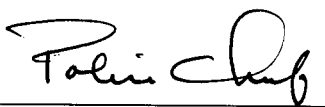
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
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%
Commander														
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%
Lieutenant														
Workforce #/%	3/100%	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%
Sergeant														
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	31/79%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	5/13%	0/0%	1/3%	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.

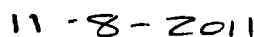
I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]



[title]



[date]