

EEOP Utilization Report



Mon Mar 07 11:56:46 EST 2016

Step 1: Introductory Information

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2015-DJ-BX-0744

Grantee Name: City of Topeka **Award Amount:** \$71,347.00

Grantee Type: Local Government Agency

Address: 215 SE 7th Room 352
Topeka, Kansas
66603

Contact Person: Rachel Pantos **Telephone #:** 785-368-9445

Contact Address: 320 S Kansas Ave Suite 100
Topeka, Kansas
66603

DOJ Grant Manager: Ludmila Hago **DOJ Telephone #:** 202-532-0141

Grant Title: Victim of Crime Act **Grant Number:** 16-VOCA-52

Grantee Name: City of Topeka **Award Amount:** \$69,273.00

Grantee Type: Local Government Agency

Address: 215 SE 7th St. Room 352
Topeka, Kansas
66603

Contact Person: Dawn Maendele **Telephone #:** 785-368-9064

Contact Address: 320 S Kansas Ave Suite 100
Topeka, Kansas
66603

State Granting Agency: Kansas Governor's Grants Office **Grant Number:** 2015-VA-GX-0027

Contact Name: Kay Steward

Contact Address: Landon Office Building Room 304N 900 SW Jackson
Topeka, Kansas
66612

Telephone #: 785-291-3205

Grant Title: Special Traffic Enforcement Program **Grant Number:** PT-0993-16

Grantee Name: City of Topeka **Award Amount:** \$40,000.00

Grantee Type: Local Government Agency

Address: 215 SE 7th St Room 352
Topeka, Kansas

66603

Contact Person: Hoa Lam **Telephone #:** 785-368-9487
Contact Address: 320 S Kansas Ave
Topeka, Kansas
66603
DOJ Grant Manager: Stepen Halbett **DOJ Telephone #:** 785-296-0296

Grant Title: Nighttime Seatbelt Enforcement **Grant Number:** SP-4505-16
Grant
Grantee Name: City of Topeka **Award Amount:** \$7,290.00
Grantee Type: Local Government Agency
Address: 215 SE 7th St. Room 352
Topeka, Kansas
66603
Contact Person: Hoa Lam **Telephone #:** 785-368-9487
Contact Address: 320 S Kansas Ave Suite 100
Topeka, Kansas
66603
DOJ Grant Manager: Stephen Halbett **DOJ Telephone #:** 785-296-0296

Policy Statement:

See Attachment

Step 4b: Narrative Underutilization Analysis

Underutilization Analysis

Upon review of the Utilization Analysis Chart, it is noted that the City of Topeka Police Department has underutilization of females in both the Officials category and the Police Sworn Patrol Officer categories.

More specifically, the White and Black females are underutilized in the Officials category and White, Black and Hispanic females are underutilized in the Sworn Police Officer category.

The Police Department is aware of the underutilization of women and minorities in our sworn ranks. We have difficulty getting females interested in law enforcement. Many females who do show interest fail the physical requirements.

Step 5 & 6: Objectives and Steps

1. Continue to recruit female applicants from within and outside our community

- a. Open to all interested applicants and citizens.
- b. Invite community, minority, and organization leaders from Topeka and surrounding areas to attend a transparent informational seminar on the TPD recruiting efforts and hiring process. This includes a breakdown of where and why we lose applicants from the process. Seminar is held Bi-annually with the first being held on January 13th, 2016 and the second in July 2016.
- c. The goal of the Community Recruiting Program is to better inform our public of what is expected of someone who applies to our agency and how they can better prepare themselves for that process. By providing the knowledge to the leaders from minority communities/groups, they are better prepared to help recruit candidates from their respective communities and mentor them through the hiring process. The Community Recruiting Program strives to extend our recruiting efforts out into communities, that otherwise may not be reached, with the help of those who know their communities best. In doing so, it should help identify and bring forward more interested minority and female applicants to help us in our goal of increased diversification of TPD to match the communities that we serve.
- d. Distribute recruitment announcements on various electronic boards.
Participate in outreach to various institutions of higher learning.
Conduct outreach to high school students through the School Resource Officer and Cadet programs.
Recruitment events at military installations within Kansas.
Host study groups to assist applicants with materials for entrance exams.

2. Continue to target the minority population with emphasis on African-Americans.

- a. Invite community, minority, and organization leaders from Topeka and surrounding areas to attend a transparent informational seminar on the TPD recruiting efforts and hiring process. This includes a breakdown of where and why we lose applicants from the process.
- b. The goal of the Community Recruiting Program is to better inform our public of what is expected of someone who applies to our agency and how they can better prepare themselves for that process. By providing the knowledge to the leaders from minority communities/groups, they are better prepared to help recruit candidates from their respective communities and mentor them through the hiring process. The Community Recruiting Program strives to extend our recruiting efforts out into communities, that otherwise may not be reached, with the help of those who know their communities best. In doing so, it should help identify and bring forward more interested minority and female applicants to help us in our goal of increased diversification of TPD to match the communities that we serve.
- c. Participate in community events including NAACP, Manas de Topeka, and faith based organizations.
Embed testing and recruitment locations into diverse neighborhoods.
Hold testing opportunities more frequently.
Allow lateral transfers.

Step 7a: Internal Dissemination

We want to instill a mindset within the agency that all officers are recruiters and ambassadors for our department; to accomplish this we will; 1. review and update (if needed) the reward system for successful recruitment of a retained employee. 2. Provide Roll Call training on the pertaining policy and how to receive the reward (E-Day) for a successful recruitment. 3. We will distribute the EEOP report to the Chief of Police. 4. Post a copy of the City of Topeka's Intranet

site, the organization's in-house electronic communications network.

Step 7b: External Dissemination

We will:

1. Post a copy of the EEOP to the Topeka Police Department website.
2. Include on all job announcements for TPD positions that applicants may obtain a copy of the EEOP upon request.
3. Notify all contractors and vendors that do business with the Topeka Police Department that a copy of the EEOP is available on request.
4. Include a copy of the EEOP among the materials provided for the public in the reception area of City Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Shawnee County, Kansas

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
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,585/49%	200/2%	375/3%	15/0%	70/1%	0/0%	105/1%	0/0%	4,485/40%	185/2%	125/1%	80/1%	50/0%	0/0%	45/0%	15/0%
Utilization #/%																
Professionals																
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,795/35%	335/2%	265/1%	60/0%	410/2%	0/0%	155/1%	15/0%	10,395/53%	240/1%	665/3%	65/0%	175/1%	0/0%	55/0%	10/0%
Utilization #/%	15%	-2%	-1%	-0%	-2%	0%	-1%	-0%	-3%	-1%	-3%	-0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,195/40%	10/0%	35/1%	0/0%	0/0%	0/0%	0/0%	10/0%	1,540/52%	29/1%	90/3%	4/0%	60/2%	0/0%	0/0%	0/0%
Utilization #/%	20%	-0%	-1%	0%	0%	0%	0%	-0%	-12%	-1%	-3%	-0%	-2%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	80/77%	5/5%	2/2%	1/1%	4/4%	0/0%	1/1%	0/0%	11/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,485/64%	85/4%	100/4%	35/1%	15/1%	15/1%	15/1%	0/0%	475/20%	14/1%	90/4%	4/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	13%	1%	-2%	-1%	3%	-1%	0%	0%	-10%	-1%	-4%	-0%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	140/74%	17/9%	6/3%	1/1%	1/1%	0/0%	1/1%	0/0%	19/10%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,030/42%	610/8%	455/6%	75/1%	69/1%	0/0%	59/1%	0/0%	1,975/27%	410/6%	405/6%	85/1%	30/0%	15/0%	40/1%	0/0%
Utilization #/%	33%	1%	-3%	-1%	-0%	0%	-0%	0%	-17%	-4%	-6%	-1%	-0%	-0%	-1%	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	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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	80/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/70%	2/7%	0/0%	1/3%	0/0%	0/0%	1/3%	0/0%
CLS #/%	7,015/26%	360/1%	710/3%	40/0%	150/1%	0/0%	110/0%	15/0%	15,560/58%	1,210/4%	1,150/4%	125/0%	120/0%	0/0%	310/1%	25/0%
Utilization #/%	-9%	-1%	-3%	-0%	-1%	0%	-0%	-0%	12%	2%	-4%	3%	-0%	0%	2%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,315/81%	570/7%	315/4%	70/1%	20/0%	0/0%	105/1%	0/0%	305/4%	40/1%	15/0%	0/0%	25/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	2/29%	1/14%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,325/43%	2,110/9%	950/4%	125/1%	65/0%	0/0%	189/1%	15/0%	7,230/30%	1,520/6%	865/4%	145/1%	120/1%	15/0%	230/1%	35/0%
Utilization #/%	-15%	5%	-4%	-1%	-0%	0%	13%	-0%	13%	-6%	-4%	-1%	-1%	-0%	-1%	-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	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
Protective Services: Sworn-Officials									✓		✓					
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	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
Protective Services: Sworn 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%	0/0%	0/0%
Protective Services: Sworn Deputy Police Chiefs																
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%
Protective Services: Sworn Majors																
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%
Protective Services: Sworn Captains																
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%
Protective Services: Sworn Lieutenants																
Workforce #/%	9/69%	0/0%	1/8%	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%
Protective Services: Sworn Sergeants																
Workforce #/%	25/76%	2/6%	0/0%	0/12%	4/12%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn Corporals																
Workforce #/%	10/77%	2/15%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn Detectives																
Workforce #/%	26/74%	1/3%	1/3%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	140/74%	17/9%	6/3%	1/1%	1/1%	0/0%	1/1%	0/0%	19/10%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

