

EEOP Short Form



Mon Mar 03 16:38:59 EST 2008

Step 1: Introductory Information

Grant Title:	FY 2005 Edward Byrne Memorial Justice Assistance Grant (JAG) Program	Grant Number:	2005-DJ-BX-0921
Grantee Name:	City of Warwick	Award Amount:	\$45,637.00
Grantee Type:	Local Government Agency		
Address:	3275 POST ROAD Warwick, Rhode Island 02886		
Contact Person:	Sergeant Scott J. Mancini	Telephone #:	401-468-4324
Contact Address:	99 Veterans Memorial Drive Warwick, Rhode Island 02886		
DOJ Grant Manager:	Davis, Melanie	DOJ Telephone #:	202-305-7944

Grant Title:	FY 2006 Justice Assistance Grant (JAG) Program	Grant Number:	2006-DJ-BX-0251
Grantee Name:	City of Warwick	Award Amount:	\$24,526.00
Grantee Type:	Local Government Agency		
Address:	3275 Post Road Warwick, Rhode Island 02886		
Contact Person:	Sergeant Scott J. Mancini	Telephone #:	401-468-4324
Contact Address:	99 Veterans Memorial Drive Warwick, Rhode Island 02886		
DOJ Grant Manager:	Davis, Melanie	DOJ Telephone #:	202-305-7944

Grant Title:	FY 2007 Justice Assistance Grant (JAG) Program	Grant Number:	2007-DJ-BX-0213
Grantee Name:	City of Warwick	Award Amount:	\$38,241.00
Grantee Type:	Local Government Agency		
Address:	3275 Post Road Warwick, Rhode Island 02886		
Contact Person:	Sergeant Scott J. Mancini	Telephone #:	401-468-4324
Contact Address:	99 Veterans Memorial Drive Warwick, Rhode Island		

02886

DOJ Grant Manager: Davis, Melanie

DOJ Telephone #: 202-305-7944

Grant Title: 2004 Bullet Proof Vest Partnership Grant **Grant Number:** 2004BUBX04022867

Grantee Name: City of Warwick **Award Amount:** \$61,855.00

Grantee Type: Local Government Agency

Address: 3275 Post Road
Warwick, Rhode Island
02886

Contact Person: Sergeant Scott J. Mancini **Telephone #:** 401-468-4324

Contact Address: 99 Veterans Memorial Drive
Warwick, Rhode Island
02886

DOJ Grant Manager:

DOJ Telephone #:

Policy Statement:

It is the practice of the Warwick Police Department to extend Equal Employment Opportunity to all individuals on the basis of job-related qualifications, regardless of race, color, creed, sex, national origin, age, religion, handicap, or other non-merit factors. This procedure applies to all areas of personnel administration to include recruitment, selection, training, promotion, transfer, demotion, layoff, or termination, and applies to all employees and applicants for employment with the Warwick Police Department.

Step 4b: Narrative Underutilization Analysis

An evaluation of the Utilization Analysis Chart discloses the following:

1. There are six(6) female officers in the Protective Services: Sworn Officials Category at the Warwick Police Department, including detectives, this represents an over-utilization of female officers by 2% in comparison to the civilian labor market.
2. The department has nineteen (19) female officers, 11% of the total number of police officers.
3. The Warwick Police Department is also over-utilizing Female civilian employees in the Officials/Administrators category by 28% in comparison to the civilian labor market.
4. The department has thirty (30) non-sworn female employees, 56% of the non- sworn employees.
5. The Warwick Police department is also over-utilizing Native Hawaiian or other Pacific Islander Female civilian employees in the Administrative Support category by 5% in comparison to the civilian labor market.
6. Male minority employees are only underutilized by less than 1% in many of the categories in comparison to the civilian labor market. This includes Officials/Administrators, Professionals, Technicians, Administrative Support, Skilled Craft and Service Maintenance. Although Black and Asian males are slightly underutilized in the Protective Services: Sworn Officials categories, Asian and Native Hawaiian or other Pacific Islander males are over-utilized as Sworn Patrol Officers.
7. White females are underrepresented predominately in three categories. Technicians show a 57% underutilization, Sworn Patrol Officers show a 29% underutilization, Protective Services (Non Sworn) shows 66% and Service Maintenance personnel are underrepresented by 42%.
8. It is important to note that there is only 1 Service Maintenance position currently available at the Warwick Police Department.

Step 5 & 6: Objectives and Steps

1. Increase the number of female and minority employees at the Warwick Police Department

- a. The Warwick Police Department will regularly monitor the composition of its work force and service community to determine disparity in the representation of minorities or women in the work force. In efforts to recruit qualified minorities and women, the Department will communicate with these groups in various ways. Recruitment postings sent out to these organizations during recruitment drives to encourage them to refer qualified minorities and women for open positions. The Department will maintain a Recruitment Policy specifying specific procedures to be followed during recruitment. The Recruitment Policy will be reviewed and updated continuously to ensure compliance with all applicable State and Federal guidelines. The Recruitment policy will set forth specific measurable methods of advertising and disseminating recruitment information. Methods will be designed to specifically target groups that are underutilized by the Warwick Police Department.
- b. The Inspection Services Division will review all applications and work with members of the recruitment team to assure appropriate consideration is given to all qualified candidates.
- c. The Inspection Services Division Officer-in-Charge will be responsible for conducting an annual review of the hiring and promotional process and making recommendations for revisions if necessary.
- d. Components of the process will be evaluated by the Administrative Bureau Commander for validity and adverse impact as it relates to the underutilization of identified groups.
- e. A Job Task Analysis and Classification Policy will be developed, implemented and maintained in order to ensure that job requirements are appropriate and continuously updated.

Step 7a: Internal Dissemination

Internal Dissemination

The EEOP will be provided to all employees during the orientation process. The intent of the EEOP and individual responsibility for the the plan will be discussed periodically at department head staff meetings. The EEOP, along with required state and federal EEO notices will be posted on bulletin boards throughout the Warwick Police Department. The necessity for complying with Federal EEO regulations will be discussed and communicated in writing with union officials periodically in an effort to secure their understanding and cooperation. All contractual provisions will be reviewed to ensure they are nondiscriminatory. The Warwick Police Departments EEOP will be disseminated periodically during annual in-service training forums.

Step 7b: External Dissemination

External Dissemination

The Warwick Police Departments EEOP will be posted on the departments web site. All employment opportunity announcement forms and recruitment advertising will contain the message: Equal Opportunity Employer. The Warwick Police Departments employment application will be periodically reviewed to determine compliance with the latest state and federal EEO regulations. Recruiting sources, including non-profit minority and female organizations, will be annually informed in writing of the EEOP and commitment to recruitment diversity. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants. The Warwick Police Department will be represented at recruitment functions, meetings of community groups, local schools, colleges, and training programs, reasserting the departments commitment to the Equal Employment Opportunity Plan.

Utilization Analysis Chart
Relevant Labor Market: Warwick city, Rhode Island

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 #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,720/56%	40/1%	40/1%	0/0%	75/1%	0/0%	40/1%	2,535/38%	50/1%	40/1%	0/0%	35/1%	0/0%	15/0%
Utilization #/%	-23%	-1%	-1%	0%	-1%	0%	-1%	28%	-1%	-1%	0%	-1%	0%	-0%
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,395/40%	55/1%	55/1%	4/0%	125/1%	0/0%	15/0%	4,670/55%	95/1%	25/0%	10/0%	70/1%	0/0%	10/0%
Utilization #/%														
Technicians														
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%
CLS #/%	450/40%	10/1%	4/0%	0/0%	4/0%	0/0%	0/0%	635/57%	10/1%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	60%	-1%	-0%	0%	-0%	0%	0%	-57%	-1%	-1%	0%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	67/91%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	6/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	670/84%	8/1%	25/3%	0/0%	15/2%	0/0%	0/0%	45/6%	10/1%	10/1%	0/0%	4/0%	15/2%	0/0%
Utilization #/%	7%	0%	-3%	0%	-2%	0%	0%	2%	-1%	-1%	0%	-0%	-2%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	88/84%	1/1%	1/1%	0/0%	1/1%	1/1%	0/0%	13/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,905/54%	75/2%	40/1%	4/0%	0/0%	0/0%	10/0%	1,460/41%	10/0%	4/0%	0/0%	15/0%	0/0%	10/0%
Utilization #/%	30%	-1%	-0%	-0%	1%	1%	-0%	-29%	-0%	-0%	0%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/86%	0/0%	10/14%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	80%	0%	0%	0%	0%	0%	0%	-66%	0%	-14%	0%	0%	0%	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 #/%	12/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/64%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%
CLS #/%	3,935/31%	95/1%	20/0%	0/0%	35/0%	0/0%	30/0%	8,085/65%	95/1%	120/1%	15/0%	50/0%	0/0%	40/0%
Utilization #/%	-1%	-1%	-0%	0%	-0%	0%	-0%	-0%	-1%	-1%	-0%	-0%	5%	-0%
Skilled Craft														
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%
CLS #/%	3,775/91%	35/1%	30/1%	10/0%	30/1%	0/0%	25/1%	200/5%	10/0%	0/0%	0/0%	15/0%	0/0%	0/0%
Utilization #/%	9%	-1%	-1%	-0%	-1%	0%	-1%	-5%	-0%	0%	0%	-0%	0%	0%
Service/Maintenance														
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%
CLS #/%	6,280/54%	105/1%	70/1%	20/0%	85/1%	0/0%	15/0%	4,910/42%	30/0%	70/1%	10/0%	60/1%	0/0%	25/0%
Utilization #/%	46%	-1%	-1%	-0%	-1%	0%	-0%	-42%	-0%	-1%	-0%	-1%	0%	-0%


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
Colonel														
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 #/%	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%
Major														
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%
Captain														
Workforce #/%	7/100%	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 #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	25/89%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Inspector														
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%
Detective														
Workforce #/%	23/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	88/84%	1/1%	1/1%	0/1%	1/1%	1/1%	0/0%	13/12%	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 EEO Short Form.

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


[signature] _____ [title]


[date] _____