

**EEOP SHORT FORM**

**STEP 1: INTRODUCTORY INFORMATION**

**Grant Title:** COPS Technology Grant

**Grant Number:** 2004CKWX0012

**Grantee Name:** Cumberland Police Department

**Award Amount:** \$593686.00

**Address:** 1380 Diamond Hill Rd.  
Cumberland RI 02864

**Contact Person:** Sgt. Kevin St. Jean

**Telephone #:** (401) 333-2500

**Date and effective duration of EEOP:** 10/15/2004 – 10/15/2005

**Policy Statement:**

It is the continuing policy of the Cumberland Police Department to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and department-sponsored educational, social, and recreational programs. Additionally, it is the policy of this department to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the Cumberland Police Department who fails to comply with this policy is subject to appropriate disciplinary action.

\_\_\_\_\_  
[Signature]

Chief of Police  
[Title]

\_\_\_\_\_  
[Date]

**OMB Approval No.:** 1121-0140

**Expiration Date:** 12/31/98

Revised: 7/22/98

**STEP 2: AGENCY'S WORKFORCE** -- In the following Utilization Chart, please fill in the workforce statistics for your agency according to the categories indicated.

		MALE					FEMALE					
Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Professionals		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Technicians		6 100%	0 0%	6 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services	Officials *	17 100%	0 0%	16 94.1%	0 0%	0 0%	0 0%	0 0%	1 5.8%	0 0%	0 0%	0 0%
	Patrol Officers	40 100%	0 0%	38 95%	0 0%	0 0%	0 0%	0 0%	2 5%	0 0%	0 0%	0 0%
Para-Professional		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Office/Clerical		2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%
Skilled Craft		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service/Maintenance		1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%

\* FOR POLICE DEPARTMENT GRANTEES ONLY: First fill out additional breakdown of sworn "officials," below.

Job Category	TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Chiefs, Deputy Chiefs	2 100%	0 0%	2 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Captains, Inspectors	3 100%	0 0%	2 66.6%	0 0%	0 0%	0 0%	0 0%	1 33.3%	0 0%	0 0%	0 0%
Lieutenants	3 100%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Sergeants	9 100%	0 0%	9 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
TOTALS <sup>6</sup>	17 100%	0 0%	16 94.1%	0 0%	0 0%	0 0%	0 0%	1 5.8%	0 0%	0 0%	0 0%

**KEY**

B - Black A/PI - Asian or Pacific Islander W - White AI/AN - American Indian or Alaskan Native H - Hispanic

**STEP 3: COMMUNITY LABOR STATISTICS (CLS)** -- In the following Utilization Chart, please fill in the available workforce statistics for the community according to the categories indicated.

**MALE**

**FEMALE**

Job Category		TOTAL	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Professionals		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Technicians		12,435 100%	145 4.2%	5,015 40.3%	195 1.6%	10 .1%	110 .9%	290 2.3%	7,418 59.7%	305 2.5%	60 .5%	105 .8%
Protective Services	Officials	9,770 100%	340 3.5%	8,010 82%	205 2.1%	35 .4%	25 .3%	40 .4%	805 8.2%	90 .9%	20 .2%	0 0%
	Patrol Officers *(Civilian Labor Force)	100,288 100%	1,405 1.4%	40,670 40.6%	2,300 2.3%	1,320 1.3%	105 .1%	2,055 2.0%	45,475 45.3%	2,950 2.9%	1,380 1.4%	135 .1%
Para-Professional		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Office/Clerical		134,285 100%	1,610 1.2%	37,305 27.8%	2,420 1.8%	670 .5%	125 .1%	3,285 2.4%	79,265 59.0%	4,655 3.5%	1,325 1.0%	365 .3%
Skilled Craft		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service/Maintenance		149,335 100%	3,760 2.5%	64,415 43.1%	10,355 6.9%	2,065 1.4%	405 .3%	3,160 2.1%	50,135 33.6%	7,635 5.1%	1,615 1.1%	225 .2%

**KEY**

B - Black  
W - White

A/PI - Asian or Pacific Islander  
AI/AN - American Indian or Alaskan Native      H - Hispanic

\* Civilian Labor Force RI residents 19-34 years of age, with some college, associates, bachelors, or masters degree.

**STEP 4a: UTILIZATION ANALYSIS** -- Please subtract the percentages obtained in Step 3 from those obtained in Step 2 and fill in on the following Utilization Chart.

**MALE**

**FEMALE**

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		MALE					FEMALE				
		White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/EXECUTIVE Workforce #/% CLS #/% Utilization %		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PROFESSIONALS Workforce #/% CLS #/% Utilization %		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TECHNICIANS Workforce #/% CLS #/% Utilization %		100% 40.3% 59.7%	0% 4.2% <b>-4.2%</b>	0% 1.6% -1.6%	0% .1% -1%	0% .9% -9%	0% 59.7% <b>-59.7%</b>	0% 2.3% -2.3%	0% 2.5% -2.5%	0% .5% -5%	0% .8% -8%
PROTECTIVE SERVICES	OFFICIALS Workforce #/% CLS #/% Utilization %	94.1% 82% 12.1%	0% 3.5% <b>-3.5%</b>	0% 2.1% -2.1%	0% .4% -4%	0% .3% -3%	5.8% 8.2% -2.4%	0% .4% -4%	0% .9% -9%	0% .2% -2%	0% 0% 0%
	PATROL OFFICERS Workforce #/% Civ. Labor Force #/% Utilization %	95% 40.6% 54.4%	0% 1.4% -1.4%	0% 2.3% -2.3%	0% 1.3% -1.3%	0% .1% -1%	5% 45.3% <b>-40.3%</b>	0% 2% -2%	0% 2.9% <b>-2.9%</b>	0% 1.4% -1.4%	0% .1% -1%
PARA-PROFESSIONAL Workforce CLS #/% Utilization		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OFFICE/CLERICAL Workforce CLS #/% Utilization		0% 27.8% <b>-27.8%</b>	0% 1.2% -1.2%	0% 1.8% -1.8%	0% .5% -5%	0% .1% -1%	100% 59% 41%	0% 2.4% -2.4%	0% 3.5% <b>-3.5%</b>	0% 1% -1%	0% .3% -3%
SKILLED CRAFT Workforce #/% CLS #/% Utilization %		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SVCS/MAINTENANCE Workforce #/% CLS #/% Utilization %		100% 43.1% 56.9%	0% 2.5% -2.5%	0% 6.9% <b>-6.9%</b>	0% 1.4% -1.4%	0% .3% -3%	0% 33.6% <b>-33.6%</b>	0% 2.1% -2.1%	0% 5.1% <b>-5.1%</b>	0% 1.1% -1.1%	0% .2% -2%

**STEP 4b: NARRATIVE UTILIZATION ANALYSIS** -- In the space provided below, please analyze the figures obtained for Step 4a -- the Utilization Chart -- by pointing out specific areas of concern.

A comparison of the Cumberland Police Department's workforce to the community labor statistics for the State of Rhode Island indicates underutilization of women and minorities in several areas. Community labor statistics based on the 2000 Census show that Asian/Pacific Islander, and American Indian/Alaskan Native populations are very small in Rhode Island (all less than 1.9%). African-Americans account for (3.4%) of the workforce, Hispanics (6.4%), and Caucasians (85.5%) comprise the majority of the workforce.

After reviewing the results of the underutilization analysis, the Police Department has identified the following areas of concern:

**Technicians** (6 employees) - Underutilization of African-Americans males by 4.2% and females by 59.7%.

**Protective Services (Officials)** (17 employees)- African-American males are underutilized by 3.5%, African-American females by 4.7%, and white females by 8.6%.

**Protective Services (Patrol Officers)** (30 employees)- Females are underutilized, white females by 40.3% and Hispanic females by 2.9%.

**Office/Clerial** (2 employees)- White males are underutilized by 27.8%, Hispanic females by 3.5%.

**Svcs/Maintenance:** (1 employee)- African-American males are underutilized by 6.9%, White females by 33.6%, and Hispanic females by 5.1%.

**STEP 5: OBJECTIVES** -- In the space provided below, please summarize the objectives your EEOP sets forth to address any underutilization identified in Step 4.

The Cumberland Police Department is committed to making its workforce profiles more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, the Police Department has established the following objectives:

The larger areas of underutilization identified were all of females, White and Hispanic, and African-American males in the Protective Services and Technician positions. The majority of this plan will focus on addressing those larger areas of underutilization. Due to the small number of employees in the Svcs/Maintenance (1) and Office /Clerical (2) categories any hire would create an underutilization of several other groups, however, the Police Department would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups.

Because females are underutilized in most job categories within the Police Department, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment. The Police Department will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the Department. Specifically,

the Police Department will try and attract qualified female applicants for Protective Services and Technician positions.

Because African-American males and females are underutilized in the Technicians and Protective Services job groups, it is the Police Department's objective to increase representation by targeting recruitment efforts in order to attract qualified African-American and female candidates to apply for these positions. The Department will evaluate its current promotional and recruitment practices to ensure Females and Minorities are receiving equal opportunity to secure employment.

**STEP 6: STEPS TO ACHIEVE OBJECTIVES** -- In the space provided below, please briefly describe the specific steps you have determined will enable you to meet the objectives presented in Step 5.

Specific action steps to accomplish the department's gender and minority recruitment goals:

- Utilizing minority personnel, especially those in the ranking positions, in the department's recruitment and selection activities.
- Depicting women and minorities in law enforcement roles in recruitment literature if any.
- Conducting recruitment activities outside of the department's jurisdiction to attract qualified law enforcement candidates.
- Assigning a cross section of the department, including all ranks, sexes, and minorities to recruitment campaigns, when possible.
- Featuring women and minorities in advertising materials.
- Soliciting input from RI Human Services and Diversity office.
- Collecting data from an optional survey given during orientation to assist in future evaluation of the recruitment efforts and advertising.
- Providing recruitment information packets to various minority community service organizations. Advertisements will be marked "Equal Employment Opportunity."
- Recruitment information will be posted at various locations including colleges and public areas, i.e. shopping malls, lobby of police headquarters, etc.
- Advertisements in various print and electronic media, including minority publications

**STEP 7: DISSEMINATION** --In the space provided below, please summarize your plan to disseminate the EEOP.

**External:**

- Continue to include the statement "The Cumberland Police Department is an Equal Opportunity Employer" on all job applications and postings.
- Post the EEOP on the Department's web page.
- Post a memo in the station lobby explaining how applicants and members of the public may obtain a copy of the EEOP.
- Inform all recruiting sources in writing of the EEOP plan and commitment.

**Internal:**

- Conspicuously post the EEO Policy on bulletin boards throughout the Department.
- Review EEOP with all supervisory staff to ensure they are familiar with the Police Department's EEO objectives.