

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION – (Police)

Grant Title: Multiple Grants **Grant Number:** Multiple Grants

Grantee Name: Albemarle County Police Department

Award Amount: Multiple Awards

Address: 401 McIntire Rd
Charlottesville, VA 22902

Contact Person: Dr. Jonathon Earl, Albemarle County Police Department

Telephone: (434) 296-5807

Date and effective duration of EEOP: May 2005 – May 2007

Policy Statement:

Albemarle County (including the Police Department) shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the Board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The statement, "Albemarle County is an Equal Opportunity Employer," shall be placed on all employment application forms and shall be disseminated throughout Albemarle County. The County will abide by Section 504 of the Handicapped Rehabilitation Act and the American's with Disabilities Act.

John F. Miller, Chief of Police

Date

OMB Approval No.:

Expiration Date:

STEP 2: POLICE DEPARTMENT'S WORKFORCE

2005

MALE

FEMALE

Job Category		Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		N/A										
Professionals		1 100%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%
Technicians		N/A										
Protective Services	Officials*	28 100%	1 3.6%	24 85.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 10.7%	0 0.0%	0 0.0%	0 0.0%
	Patrol Officers	78 100%	8 10.3%	59 75.6%	1 1.3%	0 0.0%	0 0.0%	0 0.0%	10 12.8%	0 0.0%	0 0.0%	0 0.0%
Para-Professional		6 100%	0 0.0%	2 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 66.7%	0 0.0%	0 0.0%	0 0.0%
Office/Clerical		15 100%	0 0.0%	1 6.7%	0 0.0%	0 0.0%	0 0.0%	4 26.7%	9 60.0%	0 0.0%	0 0.0%	1 6.7%
Skilled Craft		N/A										
Service/Maintenance		N/A										

*SWORN OFFICIALS

Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Chiefs, Deputy Chiefs	1 100%	0 0.0%	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%
Captains, Inspectors	2 100%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%
Lieutenants	5 100%	1 20.0%	4 80.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Sergeants, Detectives	20 100%	0 0.0%	18 90.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 10.0%	0 0.0%	0 0.0%	0 0.0%
TOTALS	28 100%	1 3.6%	24 85.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 10.7%	0 0.0%	0 0.0%	0 0.0%

STEP 3: COMMUNITY LABOR STATISTICS

2005

MALE

FEMALE

Job Category		Total	B	W	H	A/PI	A/AN	B	W	H	A/PI	A/AN
Officials/Administrators		5910 100%	149 2.5%	3577 60.5%	9 0.2%	69 1.2%	0 0.0%	95 1.6%	1968 33.3%	10 0.2%	21 0.4%	0 0.0%
Professionals		9325 100%	109 1.2%	4335 46.5%	57 0.6%	129 1.4%	0 0.0%	218 2.3%	4349 46.6%	46 0.5%	64 0.7%	8 0.1%
Technicians		2348 100%	59 2.5%	1203 51.2%	11 0.5%	52 2.2%	0 0.0%	102 4.3%	865 36.8%	11 0.5%	33 1.4%	0 0.0%
Protective Services	Officials	434 100%	22 5.1%	311 71.7%	0 0.0%	0 0.0%	0 0.0%	13 3.0%	88 20.3%	0 0.0%	0 0.0%	0 0.0%
	Patrol Officers	13838 100%	698 5.0%	5773 41.7%	92 0.7%	179 1.3%	5 0.0%	860 6.2%	5930 42.9%	95 0.7%	177 1.3%	7 0.1%
Para-Professional		820 100%	58 7.1%	73 8.9%	0 0.0%	6 0.7%	0 0.0%	107 13.0%	546 66.6%	30 3.7%	0 0.0%	0 0.0%
Office/Clerical		7347 100%	248 3.4%	1657 22.6%	21 0.3%	17 0.2%	0 0.0%	740 10.1%	4482 61.0%	63 0.9%	112 1.5%	0 0.0%
Skilled Craft		2997 100%	285 9.5%	2396 79.9%	0 0.0%	6 0.2%	5 0.2%	16 0.5%	282 9.4%	0 0.0%	7 0.2%	0 0.0%
Service/Maintenance		6050 100%	737 12.2%	2866 47.4%	130 2.1%	52 0.9%	0 0.0%	527 8.7%	1596 26.4%	34 0.6%	95 1.6%	7 0.1%

STEP 4A: POLICE DEPARTMENT'S UTILIZATION ANALYSIS

2005

MALE

FEMALE

Job Group Category (CLS = Community Labor Statistics Based on 1990 Census Data)		MALE					FEMALE				
		White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
Officials/Administrators		N/A									
Workforce											
Utilization											
Professionals		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Workforce		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
CLS		46.5%	1.2%	0.6%	1.4%	0.0%	46.6%	2.3%	0.5%	0.7%	0.1%
Utilization		-46.5%	-1.2%	-0.6%	-1.4%	0.0%	53.4%	-2.3%	-0.5%	-0.7%	-0.1%
Technicians		N/A									
Workforce											
Utilization											
Protective Services	Officials	85.7%	3.6%	0.0%	0.0%	0.0%	10.7%	0.0%	0.0%	0.0%	0.0%
	Workforce	85.7%	3.6%	0.0%	0.0%	0.0%	10.7%	0.0%	0.0%	0.0%	0.0%
	CLS	71.7%	5.1%	0.0%	0.0%	0.0%	20.3%	3.0%	0.0%	0.0%	0.0%
	Utilization	14.0%	-1.5%	0.0%	0.0%	0.0%	-9.6%	-3.0%	0.0%	0.0%	0.0%
	Patrol Officers	75.6%	10.3%	1.3%	0.0%	0.0%	12.8%	0.0%	0.0%	0.0%	0.0%
	Workforce	75.6%	10.3%	1.3%	0.0%	0.0%	12.8%	0.0%	0.0%	0.0%	0.0%
CLS*	41.7%	5.0%	0.7%	1.3%	0.0%	42.9%	6.2%	0.7%	1.3%	0.1%	
Utilization	33.9%	5.3%	0.6%	-1.3%	0.0%	-30.1%	-6.2%	-0.7%	-1.3%	-0.1%	
Para-Professional		33.3%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%
Workforce		33.3%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%
CLS		8.9%	7.1%	0.0%	0.7%	0.0%	66.6%	13.0%	3.7%	0.0%	0.0%
Utilization		24.4%	-7.1%	0.0%	-0.7%	0.0%	0.1%	-13.0%	-3.7%	0.0%	0.0%
Office/Clerical		6.7%	0.0%	0.0%	0.0%	0.0%	60.0%	26.7%	0.0%	0.0%	6.7%
Workforce		6.7%	0.0%	0.0%	0.0%	0.0%	60.0%	26.7%	0.0%	0.0%	6.7%
CLS		22.6%	3.4%	0.3%	0.2%	0.0%	61.0%	10.1%	0.9%	1.5%	0.0%
Utilization		-15.9%	-3.4%	-0.3%	-0.2%	0.0%	-1.0%	16.6%	-0.9%	-1.5%	6.7%
Skilled Craft		N/A									
Workforce											
Utilization											
Service/Maintenance		N/A									
Workforce											
Utilization											

*Based on "18-34 w/ High School" category from census data

STEP 4b: UTILIZATION NARATIVE

A comparison of the Albemarle County Police Department's workforce to the community labor statistics for Albemarle County indicates underutilization of women and minorities in several areas. Community labor statistics show that Hispanic, Asian and American Indian populations are very small in Albemarle County. The Hispanic population is growing, however, and we notice some underutilization of Hispanic females. The largest areas of underutilization identified were females, both White and Black.

Officials and Administrators – no employees in this category

Professionals – White males appear to be underutilized by 46.5%, but this number is skewed, as the sworn professionals (Chief, Captains, Lieutenants and Sergeants) are included in the Protective Services category.

Technicians – no employees in this category.

Protective Services (Officials) – White females are underutilized by 9.6%. Black females are underutilized by 3.0%.

Protective Services (Patrol Officers) - White females are underutilized by 30.1%. Black females are underutilized by 6.2%.

Para-professionals – Black males are underutilized by 7.1%. Black females are underutilized by 13.0%. Hispanic females are underutilized by 3.7%

Office/Clerical – White males are underutilized by 15.9%. Black males are underutilized by 3.4%.

Skilled Craft – no employees in this category.

Service Maintenance – no employees in this category.

STEP 5: OBJECTIVES

Albemarle County is committed to making its workforce profile more closely reflect the labor force in the community. Based on the results of the underutilization analysis, the County has established the following objectives for the Police Department:

Because females (White, Black and Hispanic) are underutilized in most categories for the Police, it is our goal to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal opportunity to females.

We will specifically focus on attracting and retaining qualified female candidates for Protective Services, both Officials and Patrol Officers and Black females and males in the category of Para-Professionals.

In addition, knowing that our community's Hispanic and Asian populations are growing, we will focus on attracting both male and female Hispanic and Asian candidates, and ensure that they receive equal opportunity to secure employment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

- Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- Use regional/national searches for higher-level positions where minorities will not be available locally
- Create a mentor program to support women and minorities to move into positions of leadership.
- Conduct employee focus groups to understand barriers and obstacles from the employee's viewpoint.
- Provide the department with the research data that indicates that female police officers use a style of policing that relies less on physical strength, can effectively de-escalate potentially violent confrontations, are less likely to become involved in the use of force, and respond effectively to violence against women.
- Maximize media attention and exposure for the department's efforts to recruit more women as law enforcement officers.
- Review the department's physical agility test to ensure it is not out-dated by requirements not needed to perform the job of a modern law enforcement officer.
- Include civilian law enforcement employees (typically female) in training programs designed for sworn members to ensure promotional opportunities are available.
- Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- Continue to use teams of female and minority Police Officers to assist in the recruitment process and at career fairs.
- Continue to use females and minorities Police Officers on interview panels.
- Continue to train all employees on EEO and sexual harassment.
- Continue to use television to advertise our EEO goals.

STEP 7: DISSEMINATION

External

- Continue to include the statement “Albemarle County is an Equal Opportunity Employer” on all job applications and postings.
- Post the EEOP on the County’s web site.
- Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Internal

- Include a statement on the employee Intranet site advising of the availability of the EEOP.
- Meet with all supervisory staff to ensure they are familiar with the Police Department’s EEOP and objectives.