

EEOP Utilization Report



Tue Nov 22 12:19:44 EST 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2010ULWX0025
Grantee Name:	City of Laredo Police Department	Award Amount:	\$4,369,266.00
Grantee Type:	Local Government Agency		
Address:	1110 Houston St. Laredo, Texas 78040		
Contact Person:	Carolina Thurkettle	Telephone #:	956-727-6460
Contact Address:	1102 Bob Bullock Loop Laredo, Texas 78043		
DOJ Grant Manager:	Clara, Pesiri	DOJ Telephone #:	202-353-8972

Policy Statement:

The City of Laredo is an Equal Employment Opportunity/Affirmative Action employer of qualified applicants. The City has made the commitment that all applications and employees will be treated equally without regards to race, color, religion, sex, national origin, age, disability or veteran's status. The only exceptions are based on bona fida occupational qualifications such as the age requirements regulated by the Civil Service Commission.

The City has developed programs to ensure that base employment decisions will be made to further the principle of Equal Employment opportunities by focusing our efforts on such areas as recruitment, employment, promotions, and equal pay. Copies of the Equal Employment Opportunity/Affirmative Action Plan may be obtained by contacting the City Secretary's Office, (956) 791-7308.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Department for the City of Laredo Police Department made the following observations:

Given the small numbers in the job categories Officials/Administrators (3), Professional (2), Technician (34), Skilled Craft (2), and Service Maintenance (5), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy to address:

(Protective Services: Sworn-Patrol Officers) there is an underutilization of Hispanic females (-28%).

In keeping with the City of Laredo's commitment to having a workforce that reflects the community it serves, the City of Laredo Police Department will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic or Latino females to apply for entry-level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. To encourage Hispanic or Latino females to apply for in the Protective Services:Sworn-Patrol Officers job category

a. The HR Department will promote announcements of Patrol Officer Exams via the City's and HR websites. The Laredo Police Department (LPD) will place ads in the local newspapers, promote through local TV news, LPD website, and LPD Facebook page on such positions for local and surrounding areas to continue to promote equal opportunities. LPD will send a recruitment team to make presentations on career days at local public schools and higher learning institutions that have a significant female enrollment and will attend job fairs. LPD will continue to sponsor higher learning institution internships and programs (Explorer Program). Programs such as these are intended for young men and women with an interest in a law enforcement career. Our two local learning institutes (LCC & TAMIU) have significant female enrollment, approx. 56-58%, which are both located within the City limits and have a predominantly Hispanic population.

Step 7a: Internal Dissemination

1. Have copy of EEOP Utilization Report available to all employees via City's Outlook Public Folder.
2. Send an e-mail memorandum to all Police Department employees, to let them know that a copy of the EEOP Utilization Report is available upon request. Advise payroll assistance to post copy of final report in employee lounge areas for those that do not have access to electronic version.
3. Have an available copy of the EEOP Utilization Report on the Human Resources and Police Department website.

Step 7b: External Dissemination

1. Have a copy of the EEOP Utilization Report available via the Laredo Police Department website and the Human Resources Department website.
2. Hard copy of EEOP Utilization Report will be available to the general public upon request.
3. Post a copy of the EEOP Utilization Report in both Human Resources Offices and the Police Department Personnel office.
3. Provide copy of EEOP Utilization Report on the Purchasing website for interested vendor's placing a bid with the City.

Utilization Analysis Chart
Relevant Labor Market: Laredo city, Texas

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%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	475/6%	5,075/60%	0/0%	0/0%	65/1%	0/0%	4/0%	0/0%	125/1%	2,595/31%	120/1%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	-6%	-10%	0%	0%	-1%	0%	-0%	0%	-1%	19%	-1%	0%	0%	0%	-0%	0%
Professionals																
Workforce #/%	0/0%	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%	0/0%
CLS #/%	625/6%	3,245/29%	130/1%	0/0%	110/1%	0/0%	0/0%	0/0%	360/3%	6,415/58%	0/0%	0/0%	105/1%	0/0%	15/0%	0/0%
Utilization #/%	-6%	71%	-1%	0%	-1%	0%	0%	0%	-3%	-58%	0%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	0/0%	12/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	21/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30/2%	715/47%	75/5%	0/0%	20/1%	0/0%	0/0%	0/0%	60/4%	615/40%	0/0%	0/0%	0/0%	0/0%	20/1%	0/0%
Utilization #/%	-2%	-11%	-5%	0%	-1%	0%	0%	0%	-1%	22%	0%	0%	0%	0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	10/7%	125/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	345/9%	3,170/79%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/0%	490/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	5%	0%	0%	0%	0%	0%	0%	-0%	-3%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	5/2%	279/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/1%	38/12%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	205/2%	5,110/56%	15/0%	0/0%	15/0%	0/0%	0/0%	0/0%	110/1%	3,575/39%	0/0%	0/0%	20/0%	0/0%	15/0%	0/0%
Utilization #/%	-1%	29%	-0%	0%	-0%	0%	0%	0%	-0%	-28%	0%	0%	-0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/

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
CLS #/%	4/2%	70/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	175/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/97%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	600/2%	11,055/37%	35/0%	45/0%	100/0%	0/0%	0/0%	0/0%	680/2%	17,225/58%	0/0%	10/0%	60/0%	10/0%	20/0%	4/0%
Utilization #/%	1%	-37%	-0%	-0%	-0%	0%	0%	0%	-2%	39%	0%	-0%	-0%	-0%	-0%	-0%
Skilled Craft																
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%	0/0%	0/0%
CLS #/%	410/5%	7,635/92%	4/0%	0/0%	20/0%	0/0%	0/0%	15/0%	10/0%	225/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	95%	-92%	-0%	0%	-0%	0%	0%	-0%	-0%	-3%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	3/60%	0/0%	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%
CLS #/%	695/2%	16,455/56%	50/0%	0/0%	20/0%	0/0%	10/0%	20/0%	110/0%	11,955/41%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	58%	-56%	-0%	0%	-0%	0%	-0%	-0%	-0%	-1%	0%	-0%	0%	0%	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	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-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
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%
Deputy Police Chiefs																
Workforce #/%	0/0%	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%	0/0%
Assistant Police Chiefs																
Workforce #/%	0/0%	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%	0/0%
Captains																
Workforce #/%	0/0%	5/100%	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%
Lieutenants																
Workforce #/%	2/11%	16/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeants																
Workforce #/%	2/5%	37/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigators																
Workforce #/%	5/6%	63/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	5/2%	279/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/1%	38/12%	1/0%	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 EEOP Utilization Report.

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

Certified As Final By: Carolina Thurkettle

Human Resources Officer

11-22-2016

[signature]

[title]

[date]

EEOP Utilization Report



Tue Oct 25 17:03:44 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2010ULWX0025
Grantee Name:	City of Laredo	Award Amount:	\$4,369,266.00
Grantee Type:	Local Government Agency		
Address:	1110 Houston St. Laredo, Texas 78040		
Contact Person:	Carolina Thurkettle	Telephone #:	956-727-6460
Contact Address:	1102 Bob Bullock Loop Laredo, Texas 78043		
DOJ Grant Manager:	Clara, Pesiri	DOJ Telephone #:	202-353-8972

Policy Statement:

The City of Laredo is an Equal Employment Opportunity/Affirmative Action employer of qualified applicants. The City has made the commitment that all applications and employees will be treated equally without regards to race, color, religion, sex, national origin, age, disability or veteran's status. The only exceptions are based on bona fida occupational qualifications such as the age requirements regulated by the Civil Service Commission.

The City has developed programs to ensure that base employment decisions will be made to further the principle of Equal Employment opportunities by focusing our efforts on such areas as recruitment, employment, promotions, and equal pay. Copies of the Equal Employment Opportunity/Affirmative Action Plan may be obtained by contacting the City Secretary's Office, (956) 791-7308.

Step 4b: Narrative Underutilization Analysis

A comparison of the City of Laredo workforce to the community labor statistics for Laredo City indicates an underutilization in several areas. The City of Laredo has focused on underutilizations of five (5) percent or greater in reportable areas and on underutilizations of two standard deviations from the relevant workforce in reportable areas. Thus, the narrative below includes all underutilizations of two standard deviations from the relevant workforce.

Officials and Administrators:

Hispanic or Latino males are underutilized by 8%.

Professionals:

Hispanic or Latino women are underutilized by 10%.

Technicians:

Black or African-American males are underutilized by 5% .

Protective Services - Sworn:

White males are underutilized by 5% and Hispanic or Latino female are underutilized by 6%.

Protective Services - Non-Sworn:

Hispanic or Latino females are underutilized by 59%.

Administrative Support:

Hispanic or Latino males are underutilized by 21%.

Service/Maintenance:

Hispanic or Latino females are underutilized by 25%.

The Utilization Analysis Report reveals that underutilization exists in several categories. The City of Laredo is a South Texas border community, with the majority of our population being of Hispanic or Latino decent. The City of Laredo is committed in developing a diverse and highly-qualified workforce, which maintains high standards in providing equal employment opportunity practices.

Step 5 & 6: Objectives and Steps

1. To encourage Hispanic or Latino females to apply for vacancies in the Professionals, Protective Services:Non-Sworn, and Service Maintenance job categories.

- a. The City of Laredo is will post vacant positions online and through the City's Public Access Channel.
- b. The City of Laredo will provide in person assistance at two office locations.
- c. The City of Laredo will continue to create recruitment bulletin based on requirements stated on the Position Description Questionnaire (PDQ) and/or classification specification.
- d. All vacant positions will be posted for a minimum of five business days as stated in the City of Laredo Code of Ordinance.
- e. The City of Laredo will continue to post positions utilizing Work In Texas website and Texas Municipal League career center website.
- f. The City of Laredo will participate in various City wide job fairs with our local agencies.
- g. The City of Laredo will continue to provide equal employment opportunity training to supervisors and directors.
- h. The City of Laredo will continue to provide equal employment opportunities to all those seeking employment within our municipality.

2. To encourage Hispanic or Latino males to apply for vacancies in the Administrative Support job categories.

- a. The City of Laredo will post vacant positions online and through the City's Public Access Channel.
- b. The City of Laredo will provide in person assistance at two office locations.
- c. The City of Laredo will continue to create recruitment bulletin based on requirements stated on the Position Description Questionnaire (PDQ) and/or classification specification.
- d. All vacant positions will be posted for a minimum of five business days as stated in the City of Laredo Code of Ordinance.
- e. The City of Laredo will continue to post positions utilizing Work In Texas website and Texas Municipal League career center website.
- f. The City of Laredo will participate in various City wide job fairs with our local agencies.
- g. The City of Laredo will continue to provide equal employment opportunity training to supervisors and directors.
- h. The City of Laredo will continue to provide equal employment opportunities to all those seeking employment within our municipality.

Step 7a: Internal Dissemination

1. Have EEOP Utilization Report available to all employees via our Outlook Public Folder.
2. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Have an available copy of the EEOP Utilization Report on the Human Resources website.

Step 7b: External Dissemination

1. Have the EEOP Utilization Report available via the Human Resources Department website.
2. Post a copy of the EEOP Utilization Report in both Human Resources Offices.
3. Provide copy of EEOP Utilization Report on the Purchasing website for interested vendor's placing a bid with the City.

Utilization Analysis Chart
Relevant Labor Market: Laredo city, Texas

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 #/%	7/8%	46/52%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	32/36%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	475/6%	5,075/60%	0/0%	0/0%	65/1%	0/0%	4/0%	0/0%	125/1%	2,595/31%	120/1%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	2%	-8%	0%	1%	-1%	0%	-0%	0%	-0%	6%	-1%	0%	1%	0%	-0%	0%
Professionals																
Workforce #/%	4/3%	50/43%	1/1%	0/0%	3/3%	0/0%	0/0%	0/0%	1/1%	56/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	625/6%	3,245/29%	130/1%	0/0%	110/1%	0/0%	0/0%	0/0%	360/3%	6,415/58%	0/0%	0/0%	105/1%	0/0%	15/0%	0/0%
Utilization #/%	-2%	14%	-0%	0%	2%	0%	0%	0%	-2%	-10%	0%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	3/1%	228/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/1%	164/41%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30/2%	715/47%	75/5%	0/0%	20/1%	0/0%	0/0%	0/0%	60/4%	615/40%	0/0%	0/0%	0/0%	0/0%	20/1%	0/0%
Utilization #/%	-1%	11%	-5%	0%	-1%	0%	0%	0%	-3%	1%	0%	0%	0%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	28/3%	774/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/0%	55/6%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	345/9%	3,170/79%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/0%	490/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	11%	0%	0%	0%	0%	0%	0%	-0%	-6%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	38/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4/2%	70/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	175/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	60%	0%	0%	0%	0%	0%	0%	0%	-59%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	49/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/2%	255/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	600/2%	11,055/37%	35/0%	45/0%	100/0%	0/0%	0/0%	0/0%	680/2%	17,225/58%	0/0%	10/0%	60/0%	10/0%	20/0%	4/0%

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
Utilization #/%	-2%	-21%	-0%	-0%	-0%	0%	0%	0%	-1%	25%	0%	-0%	-0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	3/1%	254/98%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	410/5%	7,635/92%	4/0%	0/0%	20/0%	0/0%	0/0%	15/0%	10/0%	225/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	6%	-0%	0%	-0%	0%	0%	-0%	-0%	-2%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	8/1%	464/82%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/0%	90/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	695/2%	16,455/56%	50/0%	0/0%	20/0%	0/0%	10/0%	20/0%	110/0%	11,955/41%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	26%	0%	0%	-0%	0%	-0%	-0%	-0%	-25%	0%	-0%	0%	0%	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	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
Professionals										✓						
Technicians			✓		✓				✓						✓	
Protective Services: Sworn	✓									✓						
Protective Services: Non-sworn										✓						
Administrative Support	✓	✓														
Skilled Craft	✓									✓						
Service/Maintenance										✓						

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 Utilization Report.

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

Certified As Final By: Carolina Thurkettle

Human Resources Officer

10-25-2016

[signature]

[title]

[date]