EEOP Short Form

Wed Oct 15 16:04:01 EDT 2008

Step 1: Introductory Information

Grant Title:	Grant to Encourage Arrest Polices	**Grant Number:**	2008-WE-AX-0036
Grantee Name:	City of Morgan Hill	**Award Amount:**	$1,109,706.00
Grantee Type:	Local Government Agency		
Address:	17555 Peak Ave Morgan Hill, California 95037		
Contact Person:	David Swing	**Telephone #:**	408-776-7314
Contact Address:	16200 Vineyard Blvd Morgan Hill, California 95037		
DOJ Grant Manager:	Chanell Jones	**DOJ Telephone #:**	202-305-2379

Grant Title:	BJA FY08 Gang Resistance Education and Training Program	**Grant Number:**	2008-JV-FX-0093
Grantee Name:	City of Morgan Hill	**Award Amount:**	$79,620.00
Grantee Type:	Local Government Agency		
Address:	17555 Peak Ave Morgan Hill, California 95037		
Contact Person:	David Swing	**Telephone #:**	408-776-7314
Contact Address:	16200 Vineyard Blvd Morgan Hill, California 95037		
DOJ Grant Manager:	Kerri Vitalo-Logan	**DOJ Telephone #:**	202-353-9074

Grant Title:	BJA FY07 Gang Resistance Education and Training Program	**Grant Number:**	2007-JV-FX-0177
Grantee Name:	City of Morgan Hill	**Award Amount:**	$125,000.00
Grantee Type:	Local Government Agency		
Address:	17555 Peak Ave Morgan Hill, California 95037		
Contact Person:	David Swing	**Telephone #:**	408-776-7314
Contact Address:	16200 Vineyard Blvd Morgan Hill, California 95037		
DOJ Grant Manager:	Kerri Vitalo-Logan	**DOJ Telephone #:**	202-353-9074

Policy Statement:

Equal Employment Opportunity and Discrimination: The City of Morgan Hill does not discriminate against qualified employees or applicants for employment on the basis of race, color, religion, gender, national origin, ancestry, citizenship, age, marital status, veteran status, physical or mental disability (as defined by the Americans with Disabilities Act and/or applicable state law), medical condition, sexual orientation, or any other basis protected by law. The City will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart the Morgan Hill Police Department (MHPD) made the following observations:

Given the small numbers in the job categories of Officeal/Administrators (1), Professional (2), Technician (16), and zero for Skilled Craft and Service Maintenance, it is difficult to interpre the level of underutiliziation in each job category as significant in relation to the relevant community labor market.

More significant, is the underutilization of Asian men and all women in the job category of Protective Services: Sworn - Patrol Officers and Officials.

In keeping with the MHPD's commitment to having a workforce that reflects the community it serves, the MHPD will examine its recruitment and retention practices to see if there may be ways to attract more women and Asian men to apply for entry-level patrol positions.

Step 5 & 6: Objectives and Steps

1. 1. Identify any barriers in the recruitment and hiring processs that might deter women and Asian men from applying for entry level police officer positions.

a. The MHPD will arrange to meet with other agencies who have a higher percentage of representation of women and Asian men in the departments. MHPD will review their recruitment and hiring practices to determine if the practices of MHPD deter women and Asian men from applying and being hired.

2. 2. Target women in police recruitment campaigns

a. To attract female recruits, the MHPD will become more involved in career days and job fairs at the local community colleges and university. The recruitment team will include a female officer, whenever possible, who will highlight career opportunties for women as officers at MHPD.

b. MHPD will also create an entry level position to serve as an opporutnity for women who are interested in law enforcement to experience it on a more limited basis.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all employees in a supervisory position.

2. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Short Form is available upon request.

3. Post a copy of the EEOP Short Form on the MHPD's intranet service, an in-house electronic communication network.

4. Include a copy of the EEOP Short Form among the materials in the City of Morgan Hill's Human Resoruces Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the City of Morgan Hill's public website.

2. Include on all job announcements for MHPD positions that applicants may obtain a copy of the MHPD's EEOP Short Form on request.

Utilization Analysis Chart

Relevant Labor Market: Santa Clara County, California

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 #/%	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%	0/0%
CLS #/%	62,805/41%	8,790/6%	1,580/1%	185/0%	19,085/13%	205/0%	1,300/1%	36,270/24%	7,465/5%	1,585/1%	225/0%	10,765/7%	225/0%	910/1%
Utilization #/%	-41%	-6%	-1%	-0%	-13%	-0%	-1%	76%	-5%	-1%	-0%	-7%	-0%	-1%
Professionals														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%
CLS #/%	79,735/32%	8,920/4%	2,895/1%	310/0%	52,560/21%	255/0%	2,460/1%	58,480/23%	8,835/4%	2,825/1%	315/0%	32,520/13%	210/0%	1,440/1%
Utilization #/%	-32%	-4%	-1%	-0%	-21%	-0%	-1%	27%	-4%	-1%	-0%	37%	-0%	-1%
Technicians														
Workforce #/%	3/19%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	7/44%	2/12%	1/6%	0/0%	0/0%	1/6%	0/0%
CLS #/%	4,270/21%	1,455/7%	440/2%	4/0%	5,135/25%	35/0%	160/1%	4,065/20%	1,190/6%	290/1%	25/0%	3,320/16%	20/0%	130/1%
Utilization #/%	-2%	5%	-2%	-0%	-25%	-0%	-1%	24%	7%	5%	-0%	-16%	6%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	8/67%	2/17%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,755/41%	1,710/19%	620/7%	90/1%	1,175/13%	45/0%	140/2%	970/11%	395/4%	100/1%	0/0%	185/2%	0/0%	30/0%
Utilization #/%	26%	-2%	2%	-1%	-13%	-0%	-2%	-11%	4%	-1%	0%	-2%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	17/68%	5/20%	0/0%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%
Civilian Labor Force #/%	21,140/24%	11,165/13%	1,790/2%	215/0%	10,935/12%	245/0%	1,350/2%	17,665/20%	10,340/12%	1,650/2%	265/0%	9,735/11%	315/0%	1,190/1%
Utilization #/%	44%	7%	-2%	-0%	-8%	-0%	2%	-20%	-12%	-2%	-0%	-11%	-0%	3%
Protective Services: Non-sworn														
Workforce #/%	1/50%	1/50%	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 #/%	250/37%	70/10%	0/0%	0/0%	25/4%	0/0%	0/0%	220/33%	40/6%	0/0%	0/0%	60/9%	0/0%	10/1%

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
Utilization #/%	13%	40%	0%	0%	-4%	0%	0%	-33%	-6%	0%	0%	-9%	0%	-1%
Administrative Support														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/71%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,665/18%	14,740/8%	2,975/2%	215/0%	14,175/8%	380/0%	1,825/1%	61,835/33%	28,550/15%	3,600/2%	520/0%	21,675/12%	595/0%	2,510/1%
Utilization #/%	-18%	-8%	-2%	-0%	-8%	-0%	-1%	38%	13%	-2%	-0%	-12%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	24,970/36%	20,355/29%	1,425/2%	235/0%	10,460/15%	150/0%	1,275/2%	2,055/3%	2,580/4%	160/0%	15/0%	6,050/9%	50/0%	200/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	26,325/15%	48,240/28%	3,455/2%	435/0%	20,905/12%	330/0%	1,905/1%	19,910/12%	27,575/16%	2,035/1%	360/0%	19,480/11%	230/0%	1,415/1%
Utilization #/%														

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
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%
Commander														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	4/80%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal														
Workforce #/%	2/50%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	17/68%	5/20%	0/0%	0/4%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%

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 Short Form.

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

[signature]	[title]	[date]
	POLICE CHIEF	10-16-08