

EEOP Utilization Report

City of Federal Way
Police Department



Fri Mar 10 13:54:04 EST 2017

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2014UMWX0110
Grantee Name:	City Of Federal Way Police Department	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	33325 8th Ave. South Federal Way, Washington 98003		
Contact Person:	Jean Stanley	Telephone #:	253-835-2532
Contact Address:	33325 8th Ave. South Federal Way, Washington 98003		
DOJ Grant Manager:	Rohan Parchment	DOJ Telephone #:	202-616-1771

Policy Statement:

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state or federal law. It is also the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with City policy and applicable laws.

The City's commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in their employees, as envisioned in the City's diversity theme, A City for All of Us. To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

See attachment.

Step 4b: Narrative Underutilization Analysis

The City of Federal Way Human Resources Department has reviewed the Utilization Analysis comparing the City's Police Department workforce (sworn) to the relevant labor market. We have noted the following:

1. White Females were significantly under-represented in the Protective Services Sworn - Patrol Officers job category (-16%).
2. Hispanic/Latina Females were significantly under-represented in the Protective Services Sworn - Patrol Officers category (-6%).
3. Black/African American Females were significantly under-represented in the Protective Services Sworn - Patrol Officers category (-4%).
4. Hispanic/Latino Males were significantly under-represented in the Protective Services Sworn - Patrol Officers job category (-7%).

Possible reasons for under-utilization in these areas could be lack of applicants from these groups; greater rate of applicants from these groups dropping out of the process; greater rate of applicants from these groups not passing the physical test or written test.

The City of Federal Way Police Department is committed to its policy of non-discrimination. The Police Department, in conjunction with the City of Federal Way Human Resources Department, will review employment demographics as well as recruitment and hiring practices to ensure non-discriminatory selection processes are used for all job classifications and to determine if there may be ways to attract more Female applicants and Hispanic/Latino Male applicants to apply for Patrol Officer positions.

Step 5 & 6: Objectives and Steps

1. To encourage White Females to apply for vacancies in the Protective Services Sworn - Patrol Officers job category.

- a. In order to improve outreach to White Females and other under-represented groups, the Police Department will contract with Public Safety Testing to recruit for all sworn positions. Public Safety Testing has an outreach program that spans the entire Pacific Northwest region. This includes over 90 newspapers (online & print), over 120 job websites, 116 colleges and universities, 4 military bases, 110 targeted military mailings, 450 fitness centers, 60 job centers, 20 Goodwill Job Training Centers, 102 sporting goods stores, and 85 community centers and libraries. In addition Public Safety Testing conducts or participates in several job fairs each year throughout the region.
- b. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in this job category to determine whether White Female applicants were under-represented.
- c. The City's Human Resources Department will review the Police Department's hiring methods for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Female applicants. Based on the results of this review, the City will consider modifying its candidate selection process.
- d. This job category requires that applicants pass a written and physical test in order to advance in the hiring process. The physical test can be a barrier for Female applicants. The City will provide applicants with information on the physical test via the Public Safety Testing website. The information includes a video and a detailed training guide to help applicants prepare for the test. Applicants who fail the physical test can retake it once within 90 days. If they fail it again, they can restart the process after 90 days.
- e. The Police Department will utilize female and minority employees in the recruitment and selection process whenever possible.

2. To encourage Hispanic/Latina Females to apply for vacancies in the Protective Services Sworn - Patrol Officers job category.

- a. This job category requires that applicants pass a written and physical test in order to advance in the hiring process. The physical test can be a barrier for Female applicants. The City will provide applicants with information

on the physical test via the Public Safety Testing website. The information includes a video and a detailed training guide to help applicants prepare for the test. Applicants who fail the physical test can retake it once within 90 days. If they fail it again, they can restart the process after 90 days.

b. The Police Department will utilize female and minority employees in the recruitment and selection process whenever possible.

c. In order to improve outreach to Hispanic/Latino Females and other under-represented groups, the Police Department will contract with Public Safety Testing to recruit for all sworn positions. Public Safety Testing has an outreach program that spans the entire Pacific Northwest region. This includes over 90 newspapers (online & print), over 120 job websites, 116 colleges and universities, 4 military bases, 110 targeted military mailings, 450 fitness centers, 60 job centers, 20 Goodwill Job Training Centers, 102 sporting goods stores, and 85 community centers and libraries. In addition Public Safety Testing conducts or participates in several job fairs each year throughout the region.

d. The City's Human Resources Department will review the Police Department's hiring methods for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for this position may have had a significant impact on screening out Hispanic/Latino Female applicants. Based on the results of this review, the City will consider modifying its candidate selection process.

e. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in this job category to determine whether Hispanic/Latino Female applicants were under-represented.

3. To encourage Black/African American Females to apply for vacancies in the Protective Services Sworn - Patrol Officers job category.

a. In order to improve outreach to Black/African American Females and other under-represented groups, the Police Department will contract with Public Safety Testing to recruit for all sworn positions. Public Safety Testing has an outreach program that spans the entire Pacific Northwest region. This includes over 90 newspapers (online & print), over 120 job websites, 116 colleges and universities, 4 military bases, 110 targeted military mailings, 450 fitness centers, 60 job centers, 20 Goodwill Job Training Centers, 102 sporting goods stores, and 85 community centers and libraries. In addition Public Safety Testing conducts or participates in several job fairs each year throughout the region.

b. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in this job category to determine whether Black/African American Female applicants were under-represented.

c. The City's Human Resources Department will review the Police Department's hiring methods for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for this position may have had a significant impact on screening out Black/African American Female applicants. Based on the results of this review, the City will consider modifying its candidate selection process.

d. This job category requires that applicants pass a written and physical test in order to advance in the hiring process. The physical test can be a barrier for Female applicants. The City will provide applicants with information on the physical test via the Public Safety Testing website. The information includes a video and a detailed training guide to help applicants prepare for the test. Applicants who fail the physical test can retake it once within 90 days. If they fail it again, they can restart the process after 90 days.

e. The Police Department will utilize female and minority employees in the recruitment and selection process whenever possible.

4. To encourage Hispanic/Latino Males to apply for vacancies in the Protective Services Sworn - Patrol Officers job category.

a. In order to improve outreach to Hispanic/Latino Males and other under-represented groups, the Police Department will contract with Public Safety Testing to recruit for all sworn positions. Public Safety Testing has an outreach program that spans the entire Pacific Northwest region. This includes over 90 newspapers (online & print), over 120 job websites, 116 colleges and universities, 4 military bases, 110 targeted military mailings, 450 fitness centers, 60 job centers, 20 Goodwill Job Training Centers, 102 sporting goods stores, and 85 community centers and libraries. In addition Public Safety Testing conducts or participates in several job fairs each year throughout the region.

b. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether Hispanic/Latino Male applicants were under-represented.

c. The City's Human Resources Department will review the Police Department's hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for this position

may have had a significant impact on screening out Hispanic/Latino Male applicants. Based on the results of this review, the City will consider modifying its candidate selection process.

d. The Police Department will utilize female and minority employees in the recruitment and selection process whenever possible.

Step 7a: Internal Dissemination

1. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be distributed by email to Elected officials, department heads, and supervisory personnel.
2. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be posted on the City's intranet.
3. An email will be sent to all Police Department staff alerting them to the fact that the Police Department's EEOP Utilization Report is posted on the intranet.
4. The Human Resources Department will provide a copy of the City of Federal Way Police Department's EEOP Utilization Report to any employee who requests it.
5. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be posted on the Police Department page of the City's website.

Step 7b: External Dissemination

1. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be posted on the City's public website on the Human Resources employment page.
2. Job announcements for all Police Department positions will include a statement that applicants may obtain a copy of the Police Department's EEOP Utilization Report on request.
3. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be posted on the Vendor Information page of the City's public website.
4. A copy of the City of Federal Way Police Department's EEOP Utilization Report will be posted in the lobby of City Hall along with a notice that copies of the report are available in Human Resources to anyone who requests one.
5. Copies of the City of Federal Way Police Department's EEOP Utilization Report will be available in Human Resources for any person who requests one.

Utilization Analysis Chart
Relevant Labor Market: King County, Washington

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%	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%	0/0%
CLS #/%	90,560/47%	3,795/2%	3,100/2%	470/0%	10,590/6%	180/0%	2,100/1%	735/0%	61,945/32%	3,065/2%	2,900/2%	520/0%	8,860/5%	140/0%	1,675/1%	450/0%
Utilization #/%	-47%	-2%	-2%	-0%	-6%	-0%	-1%	-0%	68%	-2%	-2%	-0%	-5%	-0%	-1%	-0%
Professionals																
Workforce #/%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/75%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	114,240/40%	4,760/2%	4,655/2%	260/0%	25,935/9%	315/0%	2,495/1%	820/0%	100,705/35%	4,595/2%	3,885/1%	675/0%	20,245/7%	580/0%	2,520/1%	910/0%
Utilization #/%	-40%	11%	-2%	-0%	-9%	-0%	-1%	-0%	40%	-2%	11%	-0%	-7%	-0%	-1%	-0%
Technicians																
Workforce #/%	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%	0/0%	0/0%
CLS #/%	12,585/40%	705/2%	790/2%	65/0%	2,540/8%	15/0%	405/1%	135/0%	10,255/32%	475/1%	570/2%	15/0%	2,890/9%	20/0%	275/1%	55/0%
Utilization #/%	-40%	-2%	-2%	-0%	-8%	-0%	-1%	-0%	68%	-1%	-2%	-0%	-9%	-0%	-1%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	19/90%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,900/55%	990/6%	1,155/7%	170/1%	1,145/7%	95/1%	205/1%	275/2%	2,485/15%	125/1%	205/1%	40/0%	155/1%	40/0%	60/0%	30/0%
Utilization #/%	35%	-6%	-7%	-1%	-2%	-1%	-1%	-2%	-11%	-1%	-1%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	71/69%	5/5%	4/4%	0/0%	15/15%	0/0%	0/0%	0/0%	6/6%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20,655/34%	7,400/12%	2,605/4%	355/1%	3,300/5%	735/1%	1,220/2%	465/1%	13,405/22%	3,765/6%	2,405/4%	365/1%	2,715/4%	610/1%	660/1%	164/0%
Utilization #/%	35%	-7%	-0%	-1%	9%	-1%	-2%	-1%	-16%	-6%	-4%	-1%	-3%	-1%	-1%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	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%	0/0%
CLS #/%	610/35%	10/1%	50/3%	15/1%	75/4%	10/1%	14/1%	0/0%	685/40%	30/2%	35/2%	10/1%	135/8%	0/0%	45/3%	0/0%
Utilization #/%	15%	-1%	-3%	-1%	-4%	-1%	-1%	0%	10%	-2%	-2%	-1%	-8%	0%	-3%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/86%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%
CLS #/%	78,910/28%	5,945/2%	5,495/2%	535/0%	12,770/5%	860/0%	2,485/1%	1,065/0%	125,595/45%	9,230/3%	9,200/3%	1,360/0%	19,385/7%	1,395/0%	4,460/2%	1,910/1%
Utilization #/%	-28%	-2%	-2%	-0%	-5%	-0%	-1%	-0%	41%	-3%	-3%	-0%	7%	-0%	-2%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	60,170/68%	11,045/12%	2,355/3%	605/1%	5,480/6%	610/1%	1,280/1%	655/1%	3,765/4%	475/1%	500/1%	45/0%	1,140/1%	65/0%	174/0%	25/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	79,455/32%	23,460/9%	11,275/5%	975/0%	17,635/7%	1,940/1%	3,185/1%	1,680/1%	62,325/25%	13,895/6%	8,295/3%	715/0%	19,005/8%	870/0%	2,790/1%	1,145/0%
Utilization #/%																

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
Protective Services: Sworn-Chiefs																
Workforce #/%	0/0%	0/0%	0/0%	0/100%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Deputy Chiefs																
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%
Protective Services: Sworn-Commanders																
Workforce #/%	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%	0/0%
Protective Services: Sworn-Lieutenants																
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	71/69%	5/5%	4/4%	0/15%	15/15%	0/0%	0/0%	0/0%	6/6%	0/0%	0/0%	0/0%	2/2%	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: Jean Stanley

Human Resources Manager

03-10-2017

[signature]

[title]

[date]