

EEO Utilization Report

Organization Information

Name: Portsmouth Police Department

City: Portsmouth

State: NH

Zip: 03801

Type: County/Municipal Law Enforcement

Tue 06-23-2020 15:47:42 EDT

Step 1: Introductory Information

Policy Statement:

THE PORTSMOUTH POLICE DEPARTMENT SEEKS TO PROVIDE AN EQUAL EMPLOYMENT OPPORTUNITY TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN OR DISABILITY AND TO ENSURE THIS PRACTICE OF NONDISCRIMINATION IS APPLIED TO EVERY ASPECT OF ITS BUSINESS ACTIVITIES.

The official implementation of our Equal Employment Opportunity is the Affirmative Action Plan. In the Plan, we mandate that each person in the organization who is responsible for supervising, recruiting, hiring, and promoting must (1) conscientiously carry out that responsibility without regard to race, color, religion, sex, national origin, age, or handicap, (2) base all employment status decisions with the object in mind to further the principles of Equal Employment Opportunity, (3) base all employment status decisions on valid, non-biased requirements, and (4) ensure all personnel actions, such as compensation and benefits (including, but not limited to department-sponsored education, recreation, and social programs) will be administered in the same spirit as the Equal Employment Opportunity Policy.

We are further committed to being an Equal Opportunity Employer by numerous federal, state, and city laws on fair employment practices. To maintain this status, it is imperative that each and every employee supports our Plan and department with both the spirit and the letter of the law and the official department policy.

Step 4b: Narrative Underutilization Analysis

Given the small number of employees in the job category in **Service/Maintenance (1)**, and the fact that the last employee hired within this category was in 2001, we cannot address the underutilization in this category until such time that the current employee vacates the position. **Protective Services Non-Sworn (1)**, in 2012 we hired a female for this position. The underutilization of a male in this category is evident. As for **Professionals (4)**, we are underutilized in the male White, Hispanic, Asian, and 2 or More Races categories, as well as the Asian female category.

Protective Services: Sworn Officials: Employees in this category (with the exception of the Chief and the Deputy Chief) are originally promoted to Sergeant from the Protective Services-Sworn Patrol Officer employees, with at least five years of Portsmouth Police Department service. We do not hire from outside the agency for these positions. We are bound by a detailed contractual promotional process outlined in the non-ranking collective bargaining agreement. This process includes written testing, practical assessments and ranking based on other criteria such as seniority points. The Police Commission may only interview and choose from the top three ranked candidates on the list. As a result, we will address the underutilization in this category through recruiting goals in the Protective Services-Sworn Patrol Officers category.

A review of the **Protective Services: Sworn-Patrol Officers** shows an underutilization of White females (-24%). This shows a larger deficit in comparison to our stats 2 years ago, but it is likely caused from the lack of survey responses this year. **However, two (2) females were hired this year who were not included in our workforce analysis.** Further review shows a deficit in Hispanic/Latino females (-1%), and Asian females (-1%). A review of our male workforce shows a deficit in Hispanic or Latino males (-2%), Asian males (-1%) and two or more races, male (-1%). **Of note, we hired one (1) male of Hispanic origin this year who was not included in the workforce analysis.**

Applicants for employment as sworn entry level officers with the Portsmouth Police Department are selected from candidates who are currently certified as police officers with other agencies, who have applied online through PoliceApp.com, an online application and recruitment system. While the Labor Market Statistics show that females represent 36% of the civilian labor force, the number of females applying to the Portsmouth Police Department is smaller. In 2019 through June 2020, females made up 16% of those who applied.

A review of male candidates from January 2019 to June 2020 showed that African Americans made up 2.5%, Hispanic or Latino males made up 2%, and Asians made up .005% of the total candidate pool. One African American male was hired in 2019 but later resigned. A review of the female candidates in the same period showed that African Americans and Asians made up 0.3%. Outside of those recently hired, none of the remaining candidates made it beyond any phase of the screening process (Phase 1-

written test, Phase 2- physical agility, Phase 3- oral board, background investigation, and so on).

However, despite the applicant pool, the Portsmouth Police Department is committed to increasing its number of female and minority officers. The department actively re-evaluates its recruiting practices to address possible deficiencies and to identify new recruiting sources to implement. The department will continue to address the recruitment of minority officers to target the small underutilization of the male Hispanic/Latino (-2%), Asian (-1%), 2 or more races (-1%) and female White (-24%), Hispanic & Asian candidates (-1%).

Administrative Support includes eight (8) dispatchers: 4 males, 4 females and 3 vacancies. However, of the 8 dispatchers, 1 male and 2 females were not included in the workforce analysis. There are twelve (12) administrative support personnel which includes 1 part-time employee. The underutilization for employees in the white males category (-6%) is an area we continue to address during the department's recruiting efforts, as well as, the small underutilization of Hispanic/Latinos (-2%) and Asians (-1%) for both male and female in all administrative support positions.

The Portsmouth Police Department is dedicated to attaining a diverse workforce. We have been successful in hiring more women and minorities in the Protective Services – Sworn Patrol Officers category. Of course, we are committed to researching new female and minority recruiting sources to target, and we will further develop our goals and objectives so that we may continue to take substantial steps to ensure 100% future compliance with these goals.

We continue to reorganize our recruiting process in order to appeal to female and minority candidates. We continue to reach out to male/female minorities by advertising vacancies on their websites, in the newspapers, job boards (websites) and attending job fairs, as well as advertising with the National Minority Update. However, the Portsmouth Police Department will continue to identify shortfalls in our recruiting process in order to eliminate utilization deficit.

Step 4b: Narrative of Interpretation

Please see attached hardcopy document.

Following File has been uploaded:2020 Narr of Interpretation 4b.docx

Step 5: Objectives and Steps

1. To identify recruiting sources that target candidates in the Portsmouth Police Departments underutilized gender and race categories for Professionals, Protective Services: Sworn Patrol Officers and Sworn Officials, Protective Services: Non-sworn, Administrative Support and Service/Maintenance.

- a. Candidates who are already certified are captured through the PPD's own advertising. Candidates are directed to apply on PoliceApp. PoliceApp is an online application and recruitment system designed for police departments and law enforcement job applicants. It simplifies the police hiring process by streamlining the recruitment & application process for police & law enforcement job openings across the U.S.
- b. The Portsmouth Police department (PPD) will attend more job fairs throughout New Hampshire and Maine. The PPD has expanded recruitment throughout the U.S. by means of websites and companies that offer recruitment services for many locations.
- c. More Community and Undergraduate Colleges will be contacted within a 65 mile radius and there will be concerted effort to recruit through internal sources.
- d. The Portsmouth Police Department (PPD) recruits differently depending on whether a candidate is already full-time certified or not. Candidates who are full-time certified are not required to take a written test, but those who are not full-time certified must take a test.
- e. Great Bay Community College (GBCC) administers the written test for non-certified police officer candidates. GBCC does their own advertising and recruitment for the test. The recruiting sources they use include mailings to all colleges in New England with Criminal Justice or Homeland Security programs, mailings to the New Hampshire Veterans Administration Office, laminated color posters distributed to all host agencies, and local bulletin boards. Their online sources include their own website, Officer.com, New Hampshire Police Standards and Training Council's monthly newsletter, National Center on Women and Policing, Hispanic National Law Enforcement Association, New Hampshire Employment Security, and Maine Association of Police Officers.
- f. The PPD advertises through the internet to include discoverpolicing.com, policeone.com, lawenforcementjobs.com, the Native American Police Association and the Asian Police Association. The PPD also advertises with the International Association of Chiefs of Police and the National Minority Update. The National Minority Update is circulated to all major minority organizations, Hispanic American Organizations, African American Organizations, Colleges, Universities, Womens' Organizations, Veteran Outreach and Employment Centers, Career Service Centers and Minority Conferences.
- g. On the PPD's website, under employment inquiries, the full process to become a police officer is explained in detail. On the link is the following statement: THE PORTSMOUTH POLICE DEPARTMENT SEEKS TO PROVIDE AN EQUAL EMPLOYMENT OPPORTUNITY TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN OR DISABILITY AND TO ENSURE THIS PRACTICE OF NONDISCRIMINATION IS APPLIED TO EVERY ASPECT OF ITS BUSINESS ACTIVITIES. Also found on the link is our current EEOP Short Form.

Step 6: Internal Dissemination

A hard copy of the EEOP Short Form is posted next to the required labor law posters on both floors of the Portsmouth Police Department.

New hire orientations includes a review of the EEOP Short Form.

Step 7: External Dissemination

The EEOP Short Form is posted on the Portsmouth Police Department's (PPD) website under Jobs and Training.

The PPD will include on all job announcements that applicants may obtain a copy of the PPD's EEOP Short Form upon

request.

The PPD will post a public notice in the lobby of the PPD that any vendor or contractor doing business with the PPD may request a copy of the EEOP Short Form.

The PPD will include a notification line at the bottom of any annual communications from the Business Office to PPD vendors/contractors that the EEOP Short Form is available upon request.

Recruiting sources will be provided a copy of the EEOP Short Form.

Utilization Analysis Chart
Relevant Labor Market: Rockingham County, New Hampshire

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/
CLS #/%	11,445/62 %	185/1%	100/1%	0/0%	90/0%	0/0%	80/0%	0/0%	6,290/34 %	180/1%	10/0%	20/0%	110/1%	0/0%	45/0%	25/0%
Utilization #/%																
Professionals																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,730/38 %	215/1%	85/0%	0/0%	190/1%	0/0%	150/1%	55/0%	14,530/57 %	105/0%	25/0%	40/0%	280/1%	0/0%	125/0%	0/0%
Utilization #/%	-38%	-1%	-0%	0%	-1%	0%	-1%	-0%	43%	-0%	-0%	-0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,575/39 %	55/1%	10/0%	0/0%	40/1%	0/0%	95/2%	0/0%	2,075/51 %	95/2%	10/0%	0/0%	60/1%	0/0%	65/2%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	13/93%	0/0%	1/7%	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 #/%	1,700/84 %	0/0%	55/3%	10/0%	0/0%	0/0%	45/2%	0/0%	205/10%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	0%	4%	-0%	0%	0%	-2%	0%	-10%	0%	-0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	21/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%
Civilian Labor Force #/%	5,530/57 %	230/2%	40/0%	0/0%	65/1%	0/0%	95/1%	10/0%	3,525/36 %	65/1%	35/0%	0/0%	85/1%	0/0%	20/0%	15/0%
Utilization #/%	27%	-2%	-0%	0%	-1%	0%	-1%	-0%	-24%	-1%	-0%	0%	-1%	0%	4%	-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 #/%	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 #/%	75/31%	25/10%	0/0%	0/0%	0/0%	0/0%	20/8%	0/0%	120/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	-10%	0%	0%	0%	0%	-8%	0%	50%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,920/36%	725/2%	105/0%	40/0%	240/1%	10/0%	70/0%	75/0%	25,090/57%	810/2%	155/0%	30/0%	245/1%	15/0%	200/0%	50/0%
Utilization #/%	-6%	-2%	-0%	-0%	-1%	-0%	-0%	-0%	12%	-2%	-0%	-0%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,585/89%	290/2%	95/1%	45/0%	80/1%	0/0%	110/1%	35/0%	665/5%	0/0%	0/0%	0/0%	30/0%	0/0%	15/0%	0/0%
Utilization #/%																
Service/Maintenance																
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%
CLS #/%	17,345/50%	1,220/3%	305/1%	95/0%	790/2%	15/0%	120/0%	60/0%	13,360/38%	780/2%	135/0%	40/0%	595/2%	0/0%	40/0%	10/0%
Utilization #/%	50%	-3%	-1%	-0%	-2%	-0%	-0%	-0%	-38%	-2%	-0%	-0%	-2%	0%	-0%	-0%

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
Chief of Police																
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%
Sergeant																
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%
Lieutenant																
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%
Captain																
Workforce #/%	2/67%	0/0%	1/33%	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-Patrol Officers																
Workforce #/%	21/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	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 EEO Utilization Report.

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

Certified As Final By: Terry Barrett

Personnel & Training Secretary

06-23-2020

[signature]

[title]

[date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Portsmouth Police Department		
Address:	3 Junkins Avenue, Portsmouth, NH, 03801		
Recipient Type:	Direct Recipient & Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:	073976706	Vendor Number (only if direct recipient):	026000714
Name of Contact Person:	Terry Barrett	Title of Contact Person:	Personnel & Training Secretary
Telephone Number:	603-610-7428	E-Mail Address:	tbarrett@cityofportsmouth.com
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Terry Barrett** (*authorized official*), acknowledge that **Portsmouth Police Department** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2020** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Portsmouth Police Department** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Terry Barrett, Personnel & Training Secretary
6/12/2020

Terry Barrett

Print or Type Name and Title

Signature

Date