

EEOP Utilization Report



Wed Sep 14 11:20:04 EDT 2016

Step 1: Introductory Information

Grant Title:	DV/SA Victim Advocate	Grant Number:	2014-WF-AX0047
Grantee Name:	Portsmouth Police Department	Award Amount:	\$30,000.00
Grantee Type:	Local Government Agency		
Address:	3 Junkins Avenue Portsmouth, New Hampshire 03801		
Contact Person:	Karen Senecal	Telephone #:	603-610-7416
Contact Address:	3 Junkins Avenue Portsmouth, New Hampshire 03801		
State Granting Agency:	NH DOJ	Grant Number:	2016W087
Contact Name:	Susan Dearborn		
Contact Address:	33 Capitol Street Concord, New Hampshire 03301		
Telephone #:	603-271-8091		

Grant Title:	Internet Crimes Against Children	Grant Number:	2015-MC-FX-K026
Grantee Name:	City of Portsmouth	Award Amount:	\$256,152.00
Grantee Type:	Local Government Agency		
Address:	1 Junkins Avenue Portsmouth, New Hampshire 03801		
Contact Person:	Karen Senecal	Telephone #:	603-610-7416
Contact Address:	3 Junkins Avenue Portsmouth, New Hampshire 03801		
DOJ Grant Manager:	Jacqueline O'Reilly	DOJ Telephone #:	202-514-5024

Grant Title:	BJA FY13 (JAG) Edward Bryne Memorial Justice Assist. Grant	Grant Number:	2013-DJ-BX-0283
Grantee Name:	City of Portsmouth	Award Amount:	\$9,959.00
Grantee Type:	Local Government Agency		
Address:	1 Junkins Avenue Portsmouth, New Hampshire 03801		

Contact Person: Karen Senecal **Telephone #:** 603-610-7416
Contact Address: 3 Junkins Avenue
Portsmouth, New Hampshire
03801
State Granting Agency: Bureau of Justice Assistance **Grant Number:**
Contact Name: Linda B Hill-Franklin
Contact Address: 810 Seventh Street, N.W.
Washington, District of Columbia
20531
Telephone #: 202-514-0712

Grant Title: BJA FY15 (JAG) Edward Byrne Memorial Justice Assist. Grant **Grant Number:** 2015-DJ-BX-0118
Grantee Name: City of Portsmouth **Award Amount:** \$10,182.00
Grantee Type: Local Government Agency
Address: 1 Junkins Avenue
Portsmouth, New Hampshire
03801
Contact Person: Karen Senecal **Telephone #:** 603-610-7416
Contact Address: 3 Junkins Avenue
Portsmouth, New Hampshire
03801
State Granting Agency: Bureau of Justice Assistance **Grant Number:**
Contact Name: Zafra Stork
Contact Address: 810 Seventh Street, N.W.
Washington, District of Columbia
20531
Telephone #: 202-307-0613

Grant Title: Bullet Proof Vest **Grant Number:** None Assigned
Grantee Name: Portsmouth Police Department **Award Amount:** \$10,360.00
Grantee Type: Local Government Agency
Address: 3 Junkins Avenue
Portsmouth, New Hampshire
03801
Contact Person: Karen Senecal **Telephone #:** 603-610-7416
Contact Address: 3 Junkins Avenue

Portsmouth, New Hampshire
03801

DOJ Grant Manager: None Assigned

DOJ Telephone #:

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

See Attachment

Step 5 & 6: Objectives and Steps

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

- a. 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.
- b. More Community and Undergraduate Colleges will be contacted within a 65 mile radius and there will be concerted effort to recruit through their internal sources.
- c. 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.
- d. 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 Councils monthly e-newsletter, National Center on Women and Policing, Hispanic National Law Enforcement Association, New Hampshire Employment Security, and Maine Association of Police Officers.
- e. Candidates who are already certified are captured through the PPDs own advertising at the onset of each hiring process. The PPD advertises through a variety of sources to include the New Hampshire Local Government Center, the International Association of Chiefs of Police, and three local newspapers. Furthermore, the PPD advertises through internet sources to include Craigslist, discoverpolicing.com, policeone.com, womenandpolicing.com, lawenforcemetjobs.com, National Minority Update, New Hampshire Police Standards and Training monthly newsletter, the National Black Police Association, the Latin American Police Association, the Native American Police Association, and the Asian Police Association.
- f. On the PPDs website, under employment inquiries, the full process to become a police officer is explained in detail. On this 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 this link is our current EEOP Short Form.

Step 7a: Internal Dissemination

The EEOP Short Form is included as an addendum to the Portsmouth Police Departments (PPD) Affirmative Action Plan.

The PPD posts the Affirmative Action Plan on the departments local area network computer system under Standard Operation Procedure P-211.

Upon revision to an S.O.P., the Lieutenant in the Personnel & Training Division sends a revised copy to every employee, which includes ALL supervisors, via e-mail and highlights the changes.

New hire orientation currently includes a review of the Affirmative Action Plan, which is included the EEOP Short Form as an addendum.

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

Step 7b: External Dissemination

A copy of the EEOP Short Form will be posted on the Portsmouth Police Department (PPD) website under the Personnel & Training Tab.

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%	0/0%	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%	2/100%	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 #/%	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 #/%	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 #/%	61%	-1%	-0%	0%	-1%	0%	-2%	0%	-51%	-2%	-0%	0%	-1%	0%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	15/94%	0/0%	1/6%	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 #/%	10%	0%	4%	-0%	0%	0%	-2%	0%	-10%	0%	-0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	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 #/%	29%	-2%	-0%	0%	-1%	0%	-1%	-0%	-26%	-1%	-0%	0%	-1%	0%	3%	-0%
Protective Services: Non-sworn																

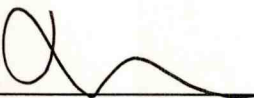
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian 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%	11/100%	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 #/%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/67%	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 #/%	-3%	-2%	-0%	-0%	-1%	-0%	-0%	-0%	9%	-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 #/%	10/100%	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 #/%	3/75%	0/0%	1/25%	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 #/%	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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	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 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.


[signature] _____ [title] _____ [date] _____
David J. Mala Chief 9-14-16

Step 4b: Narrative Underutilization Analysis

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

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 (-26%), Hispanic or Latino females (-1%), Asian females (-1%), Hispanic or Latino males (-2%), Asian males and two or more races (-1%). 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 or who have taken and successfully passed an entrance exam given by the Great Bay Community College Testing Alliance. While the Labor Market Statistics show that females represent 45% of the civilian labor force, the number of females applying to the Portsmouth Police Department who are currently certified police officers or via the Great Bay Community College Testing Alliance is smaller for each hiring phase. In 2015, females made up 10% of those tested; and from January to June 2016, 13% were female applicants. Of the female statistics, less actually passed the Great Bay Community Police Testing.

A review of the male candidates in 2015 showed that African Americans made up 2%, Hispanic males made up 4%, and Asians made up 1% of the total candidate pool; from January to June 2016, African Americans and Hispanic males made up 1% respectively. A review of the female candidates in 2015 reflected no minorities in the candidate pool. From January to June 2016, there were no minorities in this candidate pool. None of these candidates made it beyond the third phase of the screening process (Phase 1- written test, Phase 2- physical agility, Phase 3- oral board and assessment center, and so on).

However, despite applicant pool, the Portsmouth Police Department is committed to increasing its number 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%) and female White (-26%), Hispanic & Asian candidates (-1%).

Administrative Support includes ten (11) dispatchers: 8 males and 3 females, and six (6) administrative support personnel. The underutilization of females is apparent for the position of dispatcher. The underutilization for the remaining six employees in the White males category (-3%) 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. Although we were committed to researching new female and minority recruiting sources to target, we fell short of that goal. 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.