

# EEOP Short Form



## Step 1: Introductory Information

<b>Grant Title:</b>	FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant	<b>Grant Number:</b>	2009-SB-B9-0338
<b>Grantee Name:</b>	Columbia Police Dept.	<b>Award Amount:</b>	\$196,787.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	600 E. Walnut Columbia, Missouri 65201		
<b>Contact Person:</b>	Sgt. Lloyd Simons	<b>Telephone #:</b>	573-874-7606
<b>Contact Address:</b>	600 E. Walnut Columbia, Missouri 65201		
<b>DOJ Grant Manager:</b>	Linda Hill-Franklin	<b>DOJ Telephone #:</b>	202-514-0712

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### Policy Statement:

See: [http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_19/176.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_19/176.html)

## **Step 4b: Narrative Underutilization Analysis**

Given the small numbers in the job categories Officials/Administrators (0), Professionals (1), Technicians (0), Protective Services: Non-Sworn (11), Administrative Support (16) Skilled craft (1), and Service Maintenance (1) it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

There is underutilization of Black or African American females (-2%), Hispanic or Latino males (-2%) and white males (-5%) in Protective Services: Sworn-Officials. There is also underutilization of females in the Protective Services: Sworn-Patrol Officers in 4 categories including white (-27%), Hispanic or Latino (-1%), Black or African American (-4%), and Asian (-1%).

In keeping with the City of Columbia's commitment to having a workforce that reflects the community it serves, the City will continue to examine recruitment practices to see if there are more effective ways to recruit more females in all categories for Protective Services: Sworn-Patrol and Black or African American females in Protective Services: Sworn-officials. In addition, the City will review recruitment and retention efforts for Hispanic or Latino males and white males in Protective Services: Sworn Officials.

## **Step 5 & 6: Objectives and Steps**

### **1. Monitor vertical movement of minority and female employees.**

a. There is underutilization of Black or African American females, Hispanic or Latino males, and white males in Protective Services: Sworn Officials. Most of the positions in this category are filled by internal promotion. Based on this information; the City of Columbia will continue to track the vertical movement of these employee groups to insure that their moves are occurring at an appropriate rate. Efforts will be made to identify training opportunities that will help prepare employees for advancement and will continue to be administered on a non-discriminatory basis.

### **2. Monitor Hiring Process.**

a. There is underutilization of females in Protective Services: Sworn-Patrol Officers in 4 categories including White, Hispanic or Latino, Black or African American, and Asian. Our hiring process is formal and structured to the extent that a standard set of interview questions with benchmarks is asked of all applicants. Our selection process is non-discriminatory and the City of Columbia will continue to monitor it to insure that it does not eliminate a significantly higher percentage of females than any other group. Under no circumstances will higher standards be imposed on females than the standards utilized for others. We will continue to utilize panel boards for our oral interview process consisting of two or more members, one always being a human resources representative.

## **Step 7a: Internal Dissemination**

1. A hard copy of the EEOP will be distributed to the Police Chief and his command staff.
2. A copy of the EEOP short form will be posted on the web site.
3. A hard copy of the EEOP will be maintained in the Human Resources Dept. and will be made available to all employees upon request.

## **Step 7b: External Dissemination**

1. A copy of the EEOP short form will be posted on the web site.
2. A hard copy of the EEOP will be maintained in the Human Resources Dept. and will be made available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Boone County, Missouri**

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
<b>Officials/Administrators</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,400/54%	120/1%	190/2%	15/0%	60/1%	0/0%	15/0%	3,655/37%	80/1%	285/3%	10/0%	70/1%	0/0%	20/0%
Utilization #/%														
<b>Professionals</b>														
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%
CLS #/%	7,990/41%	105/1%	395/2%	75/0%	670/3%	0/0%	20/0%	9,275/47%	150/1%	505/3%	0/0%	510/3%	0/0%	20/0%
Utilization #/%	59%	-1%	-2%	-0%	-3%	0%	-0%	-47%	-1%	-3%	0%	-3%	0%	-0%
<b>Technicians</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,125/38%	4/0%	95/3%	0/0%	35/1%	0/0%	4/0%	1,440/49%	20/1%	145/5%	4/0%	60/2%	0/0%	4/0%
Utilization #/%														
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	17/61%	0/0%	4/14%	1/4%	0/0%	0/0%	0/0%	6/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	625/66%	20/2%	85/9%	30/3%	0/0%	0/0%	0/0%	170/18%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	-2%	5%	0%	0%	0%	0%	4%	0%	-2%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	92/75%	2/2%	7/6%	1/1%	1/1%	0/0%	0/0%	19/15%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,985/47%	85/1%	280/2%	35/0%	85/1%	0/0%	45/0%	5,405/42%	75/1%	635/5%	35/0%	145/1%	0/0%	35/0%
Utilization #/%	28%	1%	4%	1%	0%	0%	-0%	-27%	-1%	-4%	-0%	-1%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	2/18%	0/0%	2/18%	1/9%	0/0%	0/0%	0/0%	5/45%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%
CLS #/%	95/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-39%	0%	18%	9%	0%	0%	0%	3%	0%	9%	0%	0%	0%	0%
<b>Administrative Support</b>														

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
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,635/29%	80/0%	535/3%	30/0%	95/0%	0/0%	30/0%	11,300/59%	145/1%	975/5%	70/0%	185/1%	10/0%	40/0%
Utilization #/%	-29%	-0%	-3%	-0%	-0%	0%	-0%	41%	-1%	-5%	-0%	-1%	-0%	-0%
<b>Skilled Craft</b>														
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%
CLS #/%	4,540/86%	60/1%	150/3%	55/1%	4/0%	0/0%	35/1%	345/7%	10/0%	30/1%	4/0%	30/1%	0/0%	0/0%
Utilization #/%	14%	-1%	-3%	-1%	-0%	0%	-1%	-7%	-0%	-1%	-0%	-1%	0%	0%
<b>Service/Maintenance</b>														
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%
CLS #/%	8,370/47%	345/2%	1,020/6%	55/0%	195/1%	15/0%	50/0%	6,375/36%	95/1%	1,155/6%	40/0%	135/1%	0/0%	40/0%
Utilization #/%	53%	-2%	-6%	-0%	-1%	-0%	-0%	-36%	-1%	-6%	-0%	-1%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Police Chief</b>														
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%
<b>Police Captain</b>														
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Lieutenant</b>														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Sergeant</b>														
Workforce #/%	11/55%	0/0%	4/20%	1/0%	0/0%	0/0%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	92/75%	2/2%	7/6%	1/1%	1/1%	0/0%	0/0%	19/15%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%

