

EEOP Short Form



Wed Jul 15 10:23:28 EDT 2009

Step 1: Introductory Information

Grant Title:	2006 CCJJ	Grant Number:	6A67
Grantee Name:	Bureau of Forensic Services	Award Amount:	\$28,626.00
Grantee Type:	State Government Agency		
Address:	4501 S 2700 W Salt Lake City, Utah 84119		
Contact Person:	Jay Henry	Telephone #:	801-965-4093
Contact Address:	4501 S 2700 W Salt Lake City, Utah 84119		
State Granting Agency:	Utah Commission on Criminal Juvenile Justice	Grant Number:	6A67
Contact Name:	Richard Ziebarth		
Contact Address:	East State Office Bldg., Suite E330 Salt Lake City, Utah 84114		
Telephone #:	801-538-1031		

Grant Title:	2008 DNA Backlog Reduction	Grant Number:	2008-DN-BX-K050
Grantee Name:	DPS - Crime Lab	Award Amount:	\$249,987.00
Grantee Type:	State Government Agency		
Address:	4501 S 2700 W Salt Lake City, Utah 84119		
Contact Person:	Jay Henry	Telephone #:	801-965-4093
Contact Address:	4501 S 2700 W Salt Lake City, Utah 84119		
DOJ Grant Manager:	Mark Nelson	DOJ Telephone #:	202-616-1960

Grant Title:	2008 Coverdell Forensic Science	Grant Number:	2008-CD-BX-0032
Grantee Name:	DPS - Crime Lab	Award Amount:	\$99,337.00
Grantee Type:	State Government Agency		
Address:	4501 S 2700 W Salt Lake City, Utah 84119		

Contact Person: Jay Henry **Telephone #:** 801-965-4093
Contact Address: 4501 S 2700 W
Salt Lake City, Utah
84119
DOJ Grant Manager: Alan Spanbauer **DOJ Telephone #:** 202-305-2436

Grant Title: FY2006 Enforcing the Underage Drinking Limits (EUDL) Grant Program **Grant Number:** 2006AHFX0030
Grantee Name: State of Utah, Utah Highway Safety Office **Award Amount:** \$350,000.00
Grantee Type: State Government Agency
Address: 3888 W 5400 S
Kearns, Utah
84118
Contact Person: Teri Pectol **Telephone #:** 801-957-8586
Contact Address: 3888 W 5400 S
Kearns, Utah
84118
DOJ Grant Manager: Elizabeth Wolfe **DOJ Telephone #:** 202-514-0582

Grant Title: OJJDP FY 08 Enforcing Underage Drinking Laws (EUDL) Block Grant Program **Grant Number:** 2008AHFX0031
Grantee Name: State of Utah, Utah Highway Safety Office **Award Amount:** \$350,000.00
Grantee Type: State Government Agency
Address: 3888 W 5400 S
Kearns, Utah
84118
Contact Person: Teri Pectol **Telephone #:** 801-957-8586
Contact Address: 3888 W 5400 S
Kearns, Utah
84118
DOJ Grant Manager: Elizabeth Wolfe **DOJ Telephone #:** 202-514-0582

Grant Title: OJJDP FY 07 Enforcing Underage Drinking Laws (EUDL) Block **Grant Number:** 2007AHFX0016

Grants Program

Grantee Name: State of Utah, Utah Highway Safety Office **Award Amount:** \$350,000.00

Grantee Type: State Government Agency

Address: 3888 W 5400 S
Kearns, Utah
84118

Contact Person: Teri Pectol **Telephone #:** 801-957-8586

Contact Address: 3888 W 5400 S
Kearns, Utah
84118

DOJ Grant Manager: Elizabeth Wolfe **DOJ Telephone #:** 202-514-0582

Policy Statement:

UTAH DEPARTMENT OF PUBLIC SAFETY POLICY 1-3-9 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

To establish the Department of Public Safety's policy regarding equal employment opportunity.

II. POLICY

A. Members of the Utah Department of Public Safety will honor and protect the civil rights of all employees and prospective employees. Employees of the department will not subject any person to discrimination on the basis of race, color, creed, sex, national origin, age, religion, disability, sexual orientation, or political affiliation in its personnel practices.

B. Applicants for employment will be evaluated on the basis of education, experience, skills, and abilities. This criteria will be used in recruiting, hiring, upgrading, transferring, promoting, demoting, terminating, and in other personnel functions such as determining rates of pay, employee benefits, awards, training, use of facilities, and treatment of employees.

C. The department will take appropriate action to ensure that all personnel policies of the department are formulated and administered in such a way as to avoid any form of discrimination on the basis of race, color, creed, sex, national origin, age, religion, handicap, or political affiliation.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resource Office for the Utah Department of Public Safety (DPS) made the following observations:

Given the small numbers in the job categories of Officials/Administrators (21), and Service/Maintenance (2), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market. More significant is the underutilization of white females in the job categories of Professionals (-7%), Protective Services: Sworn Officials (-10%), and Protective Services: Sworn Patrol Officers (-32%). There is also some underutilization of Hispanic males and females in the Protective Services: Sworn Patrol Officers job category (-5% males, -4% females).

In keeping with the Utah Department of Public Safety's commitment to having a workforce that reflects the community it serves, DPS will examine its recruitment processes to see if there may be ways to attract more Hispanics and White women to apply for entry level patrol officer positions and professional positions. DPS will also examine its promotional processes to ensure that there are no barriers or discriminatory practices preventing women from being selected for Protective Services: Sworn-Officials positions.

Step 5 & 6: Objectives and Steps

1. Gear Recruitment efforts towards female and Hispanic applicants for Protective Services: Sworn Patrol Officer positions.

- a. Send recruitment announcements to select Hispanic organizations found at http://www.hum.utah.edu/humcntr/PDF/Latino_Resource_List.pdf.
- b. Increase attendance at job fairs that target women and minorities. Send female and minority officers to represent the Department whenever possible.

2. Ensure that recruitment and selection processes do not result in disparate impact.

- a. Recruiters will monitor the gender, race and ethnic composition of the applicant pool in relation to the qualified candidate lists forwarded to hiring authorities to ensure the selection ratios are at an acceptable level.

3. Evaluate promotional process for sworn officers to ensure that there is not a barrier to female officers getting promoted.

- a. The promotional committee will evaluate the promotional process each year to make sure the skills being tested are good predictors of successful performance on the job.
- b. Section supervisors will be available for additional assistance in practicing and/or preparing candidates for the promotional process.

Step 7a: Internal Dissemination

- 1) The EEOP Short Form will be posted on the Department employee intranet.
- 2) Employees will be notified of the location of the EEOP Short Form, as well as the DPS Policy on Equal Employment Opportunity.
- 3) Employees will be notified that the EEOP Short Form is available upon request in the DPS Human Resource office for copy or review.

Step 7b: External Dissemination

- 1) All recruitment announcements shall contain verbiage identifying the Department as an Equal Opportunity Employer.
- 2) The EEOP Short Form will be posted on the Utah Department of Public Safety's public website.
- 3) The EEO Plan shall be made available to the public and DPS applicants upon request.

Utilization Analysis Chart
Relevant Labor Market: Utah

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 #/%	11/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/38%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	91,525/61%	3,400/2%	505/0%	330/0%	880/1%	215/0%	475/0%	47,350/32%	2,795/2%	275/0%	340/0%	1,015/1%	180/0%	235/0%
Utilization #/%	-9%	-2%	-0%	-0%	-1%	-0%	-0%	6%	8%	-0%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	236/51%	10/2%	1/0%	0/0%	0/0%	0/0%	0/0%	201/44%	5/1%	0/0%	1/0%	5/1%	1/0%	0/0%
CLS #/%	94,065/48%	2,725/1%	480/0%	500/0%	2,550/1%	340/0%	615/0%	87,030/45%	3,560/2%	360/0%	610/0%	1,870/1%	165/0%	405/0%
Utilization #/%	3%	1%	-0%	-0%	-1%	-0%	-0%	-1%	-1%	-0%	-0%	0%	0%	-0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,050/47%	525/2%	150/1%	110/0%	280/1%	35/0%	50/0%	10,235/44%	395/2%	55/0%	110/0%	250/1%	25/0%	50/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	141/94%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,375/78%	490/3%	165/1%	165/1%	55/0%	155/1%	80/1%	1,795/12%	120/1%	10/0%	80/1%	40/0%	4/0%	10/0%
Utilization #/%	16%	-0%	-1%	-1%	-0%	-1%	-1%	-10%	-0%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	315/92%	5/1%	0/0%	3/1%	3/1%	3/1%	0/0%	13/4%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	49,845/47%	7,255/7%	620/1%	975/1%	785/1%	610/1%	485/0%	37,375/35%	5,265/5%	345/0%	880/1%	605/1%	385/0%	405/0%
Utilization #/%	44%	-5%	-1%	-0%	0%	0%	-0%	-32%	-4%	-0%	-1%	-1%	-0%	-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	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 #/%	47/37%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	78/61%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	915/40%	50/2%	4/0%	50/2%	4/0%	4/0%	4/0%	1,180/51%	35/2%	4/0%	40/2%	4/0%	0/0%	10/0%
Utilization #/%	-3%	-1%	-0%	-2%	-0%	-0%	-0%	10%	-1%	-0%	-2%	-0%	0%	-0%
Administrative Support														
Workforce #/%	53/18%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	215/75%	13/5%	3/1%	1/0%	1/0%	0/0%	0/0%
CLS #/%	88,560/30%	5,655/2%	815/0%	545/0%	1,325/0%	550/0%	685/0%	177,260/60%	10,980/4%	990/0%	1,720/1%	2,430/1%	1,170/0%	1,080/0%
Utilization #/%	-12%	-1%	-0%	-0%	-0%	-0%	-0%	14%	1%	1%	-0%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	97,010/81%	11,810/10%	510/0%	1,535/1%	855/1%	655/1%	605/1%	5,650/5%	795/1%	55/0%	115/0%	200/0%	75/0%	45/0%
Utilization #/%														
Service/Maintenance														
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 #/%	128,475/45%	28,105/10%	1,380/0%	2,260/1%	3,260/1%	1,525/1%	1,470/1%	97,580/34%	16,660/6%	695/0%	1,980/1%	3,250/1%	790/0%	925/0%
Utilization #/%	5%	40%	-0%	-1%	-1%	-1%	-1%	-34%	-6%	-0%	-1%	-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
Commissioner														
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%
Colonel														
Workforce #/%	3/100%	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%
Major														
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%
Captain														
Workforce #/%	8/100%	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%
Lieutenant														
Workforce #/%	31/100%	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%
Sergeant														
Workforce #/%	95/92%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	315/92%	5/1%	0/0%	3/1%	3/1%	3/1%	0/0%	13/4%	2/1%	0/0%	0/0%	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 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]