

# EEOP Short Form



Fri Oct 30 10:02:25 EDT 2009

## Step 1: Introductory Information

<b>Grant Title:</b>	Justice Assistance Grant	<b>Grant Number:</b>	2009-SB-B9-2919
<b>Grantee Name:</b>	City of San Angelo	<b>Award Amount:</b>	\$195,710.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	115 W. 1st. Street San Angelo, Texas 76903		
<b>Contact Person:</b>	Tim Vasquez	<b>Telephone #:</b>	325-657-4336
<b>Contact Address:</b>	401 E. Beauregard San Angelo, Texas 76903		
<b>DOJ Grant Manager:</b>	Esmeralda Womack	<b>DOJ Telephone #:</b>	202-353-3450

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### Policy Statement:

It is the policy of the City of San Angelo not to discriminate against any employee or applicant because of race, color, religion, creed, age, sex, national origin, ancestry or disability. It is also the policy of the City of San Angelo to take such affirmative action as will ensure that the under employed will be employed in and/or promoted to all occupations for which they possess necessary skills, education, experience and interest.

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

After reviewing the Utilization Analysis Chart, the San Angelo Police Department made the following observations:

For Sworn positions:

In the Protective Services: Sworn Patrol Officers job category, there is an underutilization of White Female(-12%) and Hispanic Female(-18%)

For Civilian positions:

There is an underutilization of White Males in the job categories of Technicians(-34%), Administrative Support(-21%), and Skilled Craft(-62).

There is an underutilization of Hispanic Males in the job category of Skilled Craft(-30%).

There is an underutilization of White Females(-23%) and Hispanic Females(-20%) in the job category of Service/Maintenance.

It is the San Angelo Police Department's commitment to have a workforce that reflects the community it serves. The SAPD will examine its Civil Service entrance exam to determine if there are any disparities that may inhibit racial or gender minorities from being successful on the exam.

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

### **1. Continue to recruit primarily in the Concho Valley using various media sources to cut across a wide range of targeted people**

a. The San Angelo Police Department used a professional media company to produce recruiting commercials and other advertisements that are designed to appeal to a wide variety of potential recruits across the Concho Valley. These commercials and advertisements are aired on the television, in movie theaters, at the departments Sunset Mall office, and in the local newspaper. The ethnic diversity of applicants who take the civil service entrance exam is a testament to the cross-ethnic appeal of the media recruiting campaign. Also supporting this is the fact that the number of Caucasian officers decreased by 3% in 2008 while the number of minority officers increased by the same number.

### **2. Continue to have the Adult Literacy Council work with potential applicants to learn or polish skills needed to pass the civil service entrance examination**

a. The Adult Literacy Council of the Conch Valley offers, free of charge, tutoring in basic reading, writing, comprehension, and math skillsability that is needed to successfully pass the civil service entrance examination. Passing the entrance examination is a mandatory step in entering the police departments hiring process.

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

1. Post the EEOP Short Form on the SAPD intranet, an in-house, electronic communication service that only employees can access.

2. Send and e-mail to all employees to let them know that a copy of the EEOP Short Form is available on the SAPD intranet.

3. Keep a bound copy of the EEOP Short Form among the materials displayed in the lobby of the SAPD Community Services Division.

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

1. Post a copy of the EEOP Short Form on the SAPD's public website.

2. Include on all job announcements for SAPD positions that applicants may obtain a copy of the SAPD's EEOP Short Form on request.

