



City of Spokane

Minor Contract Summary

OPR # OPR 2016-0977
 Cross Ref _____
 Destruct Date 2025
 Clerk's Dist. 12/14/16 288

Incomplete submissions will be returned to the Department until all requirements are met.
 (Summary to be printed on blue paper)

Department Name Spokane Police Department
 Department Project # EEOP

New Contract
 Date: _____

Contractor/Consultant
 Name: **US Department of Justice**
 Address: 810 Seventh Street, NW
 City, State, Zip: Washington, D.C. 20531

Remittance Address: **SAME**
 City, State, Zip

Summary of Services

Approval from the U. S Department of Justice for Spokane Police Department's Equal Employment Opportunity Plan (EEOP) Utilization Report submitted in accordance with the grant conditions set forth by DOJ. The EEOP is effective for two years beginning 10/20/2016 and expiring 10/19/2018.

Amount: _____ Budget Code: _____

Maximum Amount

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NOV 23 2016

Beginning Date: _____ Date of letter _____ Expiration Date: 10/19/2018 Open-Ended:

CITY CLERK'S OFFICE

- Quotes (per Purchasing Policy to be kept on file in Dept.) Insurance Certificate (as per contract)
 City Business License If Public Works Contract, Contractor has been notified of State Law requirements.

Department Verification Statement: My signature below verifies that all documentation has been completed.

Requestor/Verifier/Contact: _____

Funds are available in the appropriate budget account

Accountant

[Signature]
 Signature

11/21/2016
 Date

Department Head

[Signature]
 Signature

11/22/16
 Date

Other

Signature

Date

Other

Signature

Date

Distribution List

Contractor E-mail:	Contract Accounting: <u>kkeck@spokanecity.org</u>
Dept. Contact E-mail: <u>achirowamangu, rwaters, ewade, slynds, sbrown</u>	Taxes and Licenses

RECEIVED

DEC 14 2016

CITY CLERK'S OFFICE

BRIEFING PAPER
Grants Management
EEOP and Title VI Reports
October 17, 2016

Subject Two reports regarding equal rights have been prepared as required by federal granting agencies.

Background As a condition of accepting funding from the Department of Justice (DOJ) and the Department of Transportation (DOT), an EEOP Utilization Report and a Title VI Program Plan have been prepared.

The EEOP report relates to equal opportunity in hiring of Spokane Police Department employees. It contains data on regional race and gender data as well as data on current employees. The report contains the City's policy statement on equal opportunity in hiring as well as objectives and planned steps for ensuring compliance with this policy and for reaching out to groups that are underutilized based on the data collected. This report is required for Department of Justice funding

The Title VI Program Plan lists the City's Policy of Nondiscrimination under any City sponsored program or activity. This plan contains assurances of nondiscrimination and the plan for monitoring, ensuring compliance with and addressing complaints of those who feel they have been discriminated against. As a part of this plan, a dedicated section of the City's website has been established for disseminating the plan, and for receiving complaints related to issues of perceived discrimination or non-compliance with the Plan. This report is required for Department of Transportation funding.

Recommendation Staff recommends that the Committee accept the EEOP Utilization Report and the Title VI Program Plan as required to receive funding from the Department of Justice and the Department of Transportation.

**U.S. Department of Justice**

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

October 20, 2016

Christine Cavanaugh
Interim Human Resources Director
City of Spokane Police Department
808 West Spokane Falls Boulevard
Spokane, WA 99201

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for City of Spokane Police Department

Dear Ms. Cavanaugh,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON

EEOP Utilization Report



Step 1: Introductory Information

Grant Title: 2014-UL-WX-0016 **Grant Number:** 2014
Grantee Name: City of Spokane Police Department **Award Amount:** \$625,000.00
Grantee Type: Local Government Agency
Address: 1110 W Mallon
Spokane, Washington
99260
Contact Person: Erika Wade **Telephone #:**
Contact Address:

DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: US 4393 Edward Byne Memorial **Grant Number:** 2014 DJBX 0243
Grantee Name: City of Spokane Police Department **Award Amount:** \$71,972.00
Grantee Type: Local Government Agency
Address: 1110 W Mallon
Spokane, Washington
99260
Contact Person: Erika Wade **Telephone #:** 509-625-4061
Contact Address: 1110 W Mallon
Spokane, Washington
99260
State Granting Agency: Spokane County **Grant Number:** 2014 DJBX 0243
Contact Name: Kari Grytdal
Contact Address: 1116 W Broadway
Spokane, Washington
99260
Telephone #: 509-425-4061

Grant Title: USA4393 Edward Byne Memorial **Grant Number:** 2015 DJBX 0549
JAG FY2015
Grantee Name: City of Spokane Police Department **Award Amount:** \$147,013.00
Grantee Type: Local Government Agency
Address: 1110 W Mallon
Spokane, Washington
99260

Contact Person: Erika Wade **Telephone #:** 509-625-4061
Contact Address: 1110 W Mallon
Spokane, Washington
99260
DOJ Grant Manager: Jeffrey Felton Green **DOJ Telephone #:** 202-514-8874

Grant Title: COPS-CHP FY 2013 **Grant Number:** 2013ULWX0053
Grantee Name: City of Spokane Police Department **Award Amount:** \$125,000.00
Grantee Type: Local Government Agency
Address: 1110 W Mallon
Spokane, Washington
99260
Contact Person: Erika Wade **Telephone #:** 509-625-4061
Contact Address: 1110 W Mallon
Spokane, Washington
99260
DOJ Grant Manager: Judity Daniel Willifort **DOJ Telephone #:** 202-514-1156

Grant Title: US4393 **Grant Number:** 2013 DJBX 0215
Grantee Name: City of Spokane Police Department **Award Amount:** \$147,245.00
Grantee Type: Local Government Agency
Address: 1110 W Mallon
Spokane, Washington
99260
Contact Person: Erika Wade **Telephone #:** 509-625-4061
Contact Address: 1110 W Mallon
Spokane, Washington
99260
DOJ Grant Manager: Jeffrey Felton Green **DOJ Telephone #:** 202-514-8874

Policy Statement:

In accordance with State and Federal employment regulations, the City of Spokane Police Department (SPD) policies provide equal employment opportunity to all employees and applicants without regard to race, religion, color, national origin, sex, sexual orientation, marital status, age, familial status or disability. These policies cover recruitment, applicant screening and examination, hiring, upgrading/reclassifying, promotion, training, performance evaluation, transfer, compensation and benefits, discipline, layoff and termination.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the SPD made the following observations:

1. There is an underutilization of qualified females in the White Protective Services Sworn-Patrol Officer category.
2. There is an underutilization of qualified females in the Hispanic or Latino Protective Services Sworn-Patrol Officers category.

SPD is committed to having a workforce that reflects the community it serves. To this end, the SPD will examine its recruitment and retention practices to ensure equal opportunities for White and Hispanic or Latino women when the organization fills vacancies in the Protective Services Sworn-Patrol Officers category.

SPD will review all employment organizational data related to the Protective Services Sworn-Patrol Officers category to identify any issues that may pose barriers for White or Hispanic women (i.e. reviewing the records of exit interviews of former employees, examining applicant flow data for recent vacancies, reviewing job posting and advertising practices, and evaluating the hiring, retention and attrition rates for particular positions). Based on the internal review of employment data, the SPD will design an action plan to attract more White and Hispanic or Latino women and periodically evaluate progress under the action plan.

Step 5 & 6: Objectives and Steps

1. Identify Barriers in Recruitment that may Deter White and Hispanic or Latino Women from Applying for Protective Services Sworn-Patrol Officer Positions

- a. The SPD will examine existing job postings for: (1) language that might deter White and Hispanic or Latino women from applying; or (2) recruitment practices that might pose a barrier to application. The SPD will specifically include language in its job postings that encourages applications from women and minorities.
- b. The SPD will review job requirements for Protective Services Sworn-Patrol Officers positions such as educational, physical fitness, medical, residency, and background requirements and analyze whether the requirements create barriers for women and minority applicants.
- c. The SPD will reach out to other law enforcement agencies with diverse workforces and solicit feedback on best practices to remove barriers in recruitment of White and Hispanic or Latino women.
- d. The SPD will train and utilize current sworn female officers to attend job fairs, forums, and events targeting prospective female applicants.
- e. The SPD will review the comments from all female patrol officers who voluntarily left the SPD in the last 12 months with three years of service or less. Based on this research, the SPD will assess how its personnel policies may affect the recruitment and retention of females in Protective Services Sworn-Patrol Officer positions.

2. Target White and Hispanic or Latino Women in Police Recruitment Campaigns

- a. SPD representatives will attend job fairs at universities with significant enrollment of female and minority students such as Eastern Washington University, Gonzaga University, Whitworth University, and Washington State University.
- b. SPD representatives will become involved in local diversity groups supporting women and minorities such as the YWCA, Spokane Womens Club, Latin Hope Foundation, and Spokane Hispanic Business Professional Association to better understand and recruit a diverse applicant pool.
- c. SPD representatives will be trained in effective recruiting methods and eliminating barriers/bias when reviewing female and minority applications.
- d. The SPD will evaluate and revise its existing recruiting materials and website to ensure recruitment materials emphasize the benefits of an SPD career for women and minorities.
- e. The SPD will utilize social media platforms frequented by women and minorities such as Facebook, Twitter, LinkedIn, etc. to advertise job opportunities and communicate the benefits of an SPD career.

Step 7a: Internal Dissemination

1. Posting the EEOP Utilization report on the SPD and City of Spokane intranet, an in-house, electronic communications service available only to City employees.
2. Placing a copy of the EEOP Utilization Report in Police Department policy manuals.
3. Posting hard copies of the EEOP Utilization Report on SPD bulletin boards and in employee break areas.
4. Distributing a copy of the EEOP Utilization Report to SPD managers and supervisors.
5. Informing all staff members that an electronic or hard copy of the EEOP Utilization Report is available upon request to the Office of the Police Chief.

Step 7b: External Dissemination

1. Posting the EEOP Utilization Report on the SPD website.
2. Posting the EEOP Utilization Report on the SPD Facebook page.
3. Posting a link to the EEOP Utilization Report on the SPD Twitter page.
4. Posting a copy of the EEOP Utilization Report on the SPD LinkedIn page.
5. Making the EEOP available to local community agencies in electronic and hard copy formats upon request to the Office of the Police Chief. This includes minority and women-based organizations, community leaders and local schools, colleges and universities.
6. Informing applicants and newly-hired employees of the EEOP Utilization Report and making electronic and hard copies available upon request of the Office of the Police Chief.
7. Ensuring an EEO clause is included in all recruitment announcements.

Utilization Analysis Chart
Relevant Labor Market: Spokane County, Washington

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 #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,810/55%	360/1%	90/0%	135/1%	335/1%	40/0%	210/1%	85/0%	9,375/37%	225/1%	20/0%	110/0%	195/1%	25/0%	160/1%	50/0%
Utilization #/%	-5%	-1%	-0%	-1%	-1%	-0%	-1%	-0%	13%	-1%	-0%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,985/42%	430/1%	190/0%	75/0%	490/1%	30/0%	175/0%	20/0%	19,970/50%	570/1%	130/0%	155/0%	650/2%	20/0%	250/1%	85/0%
Utilization #/%	-9%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	0%	7%	8%	-0%	-2%	-0%	-1%	-0%
Technicians																
Workforce #/%	1/17%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,610/43%	60/1%	15/0%	35/1%	65/1%	40/1%	30/0%	0/0%	3,020/49%	115/2%	15/0%	4/0%	80/1%	10/0%	35/1%	0/0%
Utilization #/%	-26%	16%	16%	-1%	-1%	-1%	-0%	0%	1%	-2%	-0%	-0%	-1%	-0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	108/80%	3/2%	0/0%	4/3%	1/1%	0/0%	2/1%	1/1%	16/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,040/79%	110/3%	90/2%	20/1%	0/0%	4/0%	10/0%	0/0%	530/14%	15/0%	0/0%	35/1%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	1%	-1%	-2%	2%	1%	-0%	1%	1%	-2%	-0%	0%	-1%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	142/83%	7/4%	3/2%	1/1%	0/0%	0/0%	3/2%	0/0%	16/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	14,905/42%	1,075/3%	315/1%	220/1%	330/1%	80/0%	489/1%	75/0%	15,505/44%	995/3%	250/1%	180/1%	455/1%	50/0%	570/2%	90/0%
Utilization #/%	41%	1%	1%	-0%	-1%	-0%	0%	-0%	-34%	-3%	-1%	-1%	-1%	-0%	-2%	-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/
CLS #/%	160/31%	0/0%	0/0%	0/0%	0/0%	0/0%	29/6%	15/3%	265/52%	0/0%	0/0%	20/4%	0/0%	0/0%	20/4%	4/1%
Utilization #/%																
Administrative Support																
Workforce #/%	22/31%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/62%	3/4%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	21,450/34%	680/1%	155/0%	140/0%	280/0%	75/0%	380/1%	50/0%	36,380/58%	1,355/2%	380/1%	225/0%	585/1%	55/0%	755/1%	130/0%
Utilization #/%	-3%	0%	-0%	-0%	-0%	-0%	-1%	-0%	5%	2%	-1%	-0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,445/86%	600/3%	130/1%	70/0%	110/1%	30/0%	339/2%	30/0%	1,120/6%	95/1%	10/0%	0/0%	25/0%	0/0%	40/0%	0/0%
Utilization #/%	-36%	-3%	-1%	-0%	-1%	-0%	-2%	-0%	44%	-1%	-0%	0%	-0%	0%	-0%	0%
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 #/%	28,320/48%	1,800/3%	545/1%	390/1%	840/1%	65/0%	654/1%	115/0%	22,685/38%	1,030/2%	380/1%	430/1%	845/1%	110/0%	630/1%	95/0%
Utilization #/%	52%	-3%	-1%	-1%	-1%	-0%	-1%	-0%	-38%	-2%	-1%	-1%	-1%	-0%	-1%	-0%

Significant Underutilization 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
Protective Services: Sworn-Patrol Officers									✓	✓						

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																
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%
Assistant Chief																
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%
Captain																
Workforce #/%	6/100%	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 #/%	14/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	33/92%	1/3%	0/0%	0/3%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	15/88%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective																
Workforce #/%	30/64%	1/2%	0/0%	4/0%	0/0%	0/0%	2/4%	0/0%	10/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Officer First Class																
Workforce #/%	8/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	142/83%	7/4%	3/2%	1/0%	0/0%	0/0%	3/2%	0/0%	16/9%	0/0%	0/0%	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 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.

Certified As Final By: Christine M. Cavanaugh

Interim Human Resources Director

09-23-2016

[signature]

[title]

[date]



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

October 20, 2016

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If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston
Director
Signed by: MICHAEL ALSTON



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

October 20, 2016

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Sincerely,

X *Michael L. Alston*

Michael L. Alston
Director

Signed by: MICHAEL ALSTON

EEOP Utilization Report



Fri Sep 23 18:41:10 EDT 2016

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Spokane, Washington
99260
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Policy Statement:

In accordance with State and Federal employment regulations, the City of Spokane Police Department (SPD) policies provide equal employment opportunity to all employees and applicants without regard to race, religion, color, national origin, sex, sexual orientation, marital status, age, familial status or disability. These policies cover recruitment, applicant screening and examination, hiring, upgrading/reclassifying, promotion, training, performance evaluation, transfer, compensation and benefits, discipline, layoff and termination.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the SPD made the following observations:

1. There is an underutilization of qualified females in the White Protective Services Sworn-Patrol Officer category.
2. There is an underutilization of qualified females in the Hispanic or Latino Protective Services Sworn-Patrol Officers category.

SPD is committed to having a workforce that reflects the community it serves. To this end, the SPD will examine its recruitment and retention practices to ensure equal opportunities for White and Hispanic or Latino women when the organization fills vacancies in the Protective Services Sworn-Patrol Officers category.

SPD will review all employment organizational data related to the Protective Services Sworn-Patrol Officers category to identify any issues that may pose barriers for White or Hispanic women (i.e. reviewing the records of exit interviews of former employees, examining applicant flow data for recent vacancies, reviewing job posting and advertising practices, and evaluating the hiring, retention and attrition rates for particular positions). Based on the internal review of employment data, the SPD will design an action plan to attract more White and Hispanic or Latino women and periodically evaluate progress under the action plan.

Step 5 & 6: Objectives and Steps

1. Identify Barriers in Recruitment that may Deter White and Hispanic or Latino Women from Applying for Protective Services Sworn-Patrol Officer Positions

- a. The SPD will examine existing job postings for: (1) language that might deter White and Hispanic or Latino women from applying; or (2) recruitment practices that might pose a barrier to application. The SPD will specifically include language in its job postings that encourages applications from women and minorities.
- b. The SPD will review job requirements for Protective Services Sworn-Patrol Officers positions such as educational, physical fitness, medical, residency, and background requirements and analyze whether the requirements create barriers for women and minority applicants.
- c. The SPD will reach out to other law enforcement agencies with diverse workforces and solicit feedback on best practices to remove barriers in recruitment of White and Hispanic or Latino women.
- d. The SPD will train and utilize current sworn female officers to attend job fairs, forums, and events targeting prospective female applicants.
- e. The SPD will review the comments from all female patrol officers who voluntarily left the SPD in the last 12 months with three years of service or less. Based on this research, the SPD will assess how its personnel policies may affect the recruitment and retention of females in Protective Services Sworn-Patrol Officer positions.

2. Target White and Hispanic or Latino Women in Police Recruitment Campaigns

- a. SPD representatives will attend job fairs at universities with significant enrollment of female and minority students such as Eastern Washington University, Gonzaga University, Whitworth University, and Washington State University.
- b. SPD representatives will become involved in local diversity groups supporting women and minorities such as the YWCA, Spokane Womens Club, Latin Hope Foundation, and Spokane Hispanic Business Professional Association to better understand and recruit a diverse applicant pool.
- c. SPD representatives will be trained in effective recruiting methods and eliminating barriers/bias when reviewing female and minority applications.
- d. The SPD will evaluate and revise its existing recruiting materials and website to ensure recruitment materials emphasize the benefits of an SPD career for women and minorities.
- e. The SPD will utilize social media platforms frequented by women and minorities such as Facebook, Twitter, LinkedIn, etc. to advertise job opportunities and communicate the benefits of an SPD career.

Step 7a: Internal Dissemination

1. Posting the EEOP Utilization report on the SPD and City of Spokane intranet, an in-house, electronic communications service available only to City employees.
2. Placing a copy of the EEOP Utilization Report in Police Department policy manuals.
3. Posting hard copies of the EEOP Utilization Report on SPD bulletin boards and in employee break areas.
4. Distributing a copy of the EEOP Utilization Report to SPD managers and supervisors.
5. Informing all staff members that an electronic or hard copy of the EEOP Utilization Report is available upon request to the Office of the Police Chief.

Step 7b: External Dissemination

1. Posting the EEOP Utilization Report on the SPD website.
2. Posting the EEOP Utilization Report on the SPD Facebook page.
3. Posting a link to the EEOP Utilization Report on the SPD Twitter page.
4. Posting a copy of the EEOP Utilization Report on the SPD LinkedIn page.
5. Making the EEOP available to local community agencies in electronic and hard copy formats upon request to the Office of the Police Chief. This includes minority and women-based organizations, community leaders and local schools, colleges and universities.
6. Informing applicants and newly-hired employees of the EEOP Utilization Report and making electronic and hard copies available upon request of the Office of the Police Chief.
7. Ensuring an EEO clause is included in all recruitment announcements.

Utilization Analysis Chart
Relevant Labor Market: Spokane County, Washington

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 #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,810/55%	360/1%	90/0%	135/1%	335/1%	40/0%	210/1%	85/0%	9,375/37%	225/1%	20/0%	110/0%	195/1%	25/0%	160/1%	50/0%
Utilization #/%	-5%	-1%	-0%	-1%	-1%	-0%	-1%	-0%	13%	-1%	-0%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,985/42%	430/1%	190/0%	75/0%	490/1%	30/0%	175/0%	20/0%	19,970/50%	570/1%	130/0%	155/0%	650/2%	20/0%	250/1%	85/0%
Utilization #/%	-9%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	0%	7%	8%	-0%	-2%	-0%	-1%	-0%
Technicians																
Workforce #/%	1/17%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,610/43%	60/1%	15/0%	35/1%	65/1%	40/1%	30/0%	0/0%	3,020/49%	115/2%	15/0%	4/0%	80/1%	10/0%	35/1%	0/0%
Utilization #/%	-26%	16%	16%	-1%	-1%	-1%	-0%	0%	1%	-2%	-0%	-0%	-1%	-0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	108/80%	3/2%	0/0%	4/3%	1/1%	0/0%	2/1%	1/1%	16/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,040/79%	110/3%	90/2%	20/1%	0/0%	4/0%	10/0%	0/0%	530/14%	15/0%	0/0%	35/1%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	1%	-1%	-2%	2%	1%	-0%	1%	1%	-2%	-0%	0%	-1%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	142/83%	7/4%	3/2%	1/1%	0/0%	0/0%	3/2%	0/0%	16/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	14,905/42%	1,075/3%	315/1%	220/1%	330/1%	80/0%	489/1%	75/0%	15,505/44%	995/3%	250/1%	180/1%	455/1%	50/0%	570/2%	90/0%
Utilization #/%	41%	1%	1%	-0%	-1%	-0%	0%	-0%	-34%	-3%	-1%	-1%	-1%	-0%	-2%	-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/
CLS #/%	160/31%	0/0%	0/0%	0/0%	0/0%	0/0%	29/6%	15/3%	265/52%	0/0%	0/0%	20/4%	0/0%	0/0%	20/4%	4/1%
Utilization #/%																
Administrative Support																
Workforce #/%	22/31%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/62%	3/4%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	21,450/34%	680/1%	155/0%	140/0%	280/0%	75/0%	380/1%	50/0%	36,380/58%	1,355/2%	380/1%	225/0%	585/1%	55/0%	755/1%	130/0%
Utilization #/%	-3%	0%	-0%	-0%	-0%	-0%	-1%	-0%	5%	2%	-1%	-0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,445/86%	600/3%	130/1%	70/0%	110/1%	30/0%	339/2%	30/0%	1,120/6%	95/1%	10/0%	0/0%	25/0%	0/0%	40/0%	0/0%
Utilization #/%	-36%	-3%	-1%	-0%	-1%	-0%	-2%	-0%	44%	-1%	-0%	0%	-0%	0%	-0%	0%
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 #/%	28,320/48%	1,800/3%	545/1%	390/1%	840/1%	65/0%	654/1%	115/0%	22,685/38%	1,030/2%	380/1%	430/1%	845/1%	110/0%	630/1%	95/0%
Utilization #/%	52%	-3%	-1%	-1%	-1%	-0%	-1%	-0%	-38%	-2%	-1%	-1%	-1%	-0%	-1%	-0%

Significant Underutilization 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
Protective Services: Sworn-Patrol Officers									✓	✓						

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																
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%
Assistant Chief																
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%
Captain																
Workforce #/%	6/100%	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 #/%	14/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	33/92%	1/3%	0/0%	0/3%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	15/88%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective																
Workforce #/%	30/64%	1/2%	0/0%	4/0%	0/0%	0/0%	2/4%	0/0%	10/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Officer First Class																
Workforce #/%	8/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	142/83%	7/4%	3/2%	1/0%	0/0%	0/0%	3/2%	0/0%	16/9%	0/0%	0/0%	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 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.

Certified As Final By: Christine M. Cavanaugh

Interim Human Resources Director

09-23-2016

[signature]

[title]

[date]