

# EEOP Short Form



Mon Jun 30 15:01:42 EDT 2008

## Step 1: Introductory Information

**Grant Title:** Targeted Anti-Gang Enforcement Initiative      **Grant Number:** 107102

**Grantee Name:** Village of Carpentersville on behalf of the CARpentersville Police Department      **Award Amount:** \$32,000.00

**Grantee Type:** Local Government Agency

**Address:** 1200 L.W. Besinger Drive  
Carpentersville, Illinois  
60110

**Contact Person:** Commander Tim Bosshart      **Telephone #:** 847-551-3481

**Contact Address:** 1200 L.W. Besinger Drive  
Carpentersville, Illinois  
60110

**State Granting Agency:** Illinois Criminal Justice Information Authority      **Grant Number:** 107102

**Contact Name:** Maureen Brennan

**Contact Address:** 300 W. Adams, 7th floor  
Chicago, Illinois  
60606

**Telephone #:** 312-793-1302

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### Policy Statement:

See Attachment

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

Please see the attached hard copy document.

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

### **1. Identify any barriers to promotion for Hispanic and Black males and White females.**

- a. Review past promotional examination applications to determine if underutilization in the Protective Services: Sworn Officials may have occurred due to low rates of application for these positions by Hispanic and Black male and White female Sworn Officers. If so, work with the Carpentersville Police and Fire Commission to encourage these officers to apply for promotion.
- b. Review past promotional examination results to determine if Hispanic and Black male or White female scores for any examination component are significantly lower than those for White males. If any, provide mentoring or other assistance to prepare them for promotional process, and review the examination process with the Fire and Police Commission to determine if changes should be made to the examination process to reduce component score discrepancies.

### **2. Target White and Hispanic females in recruitment campaigns for Police Officer and Community Service Officer positions.**

- a. To attract female applicants, the CPD will send recruitment teams (including at least one female officer) to career days at colleges within the Chicago area, and to Criminal Justice program events at those colleges, highlighting career opportunities for women as sworn officers and Community Service Officers at CPD. We will also send recruiting material designed to attract female applicants to other colleges outside the metropolitan area.
- b. To reduce high failure rates by female applicants in the physical agility phase of prior examinations, CPD will provide information and pre-examination practice opportunities for female applicants in this phase of the entry examination.

### **3. Actively seek White male candidates for future openings in the Administrative Support job category.**

- a. When openings are anticipated in Administrative Support positions, CPD will send recruitment information, designed to attract White male applicants, to Chicago area colleges and other educational institutions, as well as sending recruitment information and position announcements to the International Association of Administrative Professionals and similar organizations.
- b. CPD will review position opening announcements and recruiting information for Administrative Support positions to ensure that they are not drafted in such a way as to discourage White male applicants.

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

1. Distribute a hard copy of the EEOP to all supervisory and exempt employees.
2. Notify all employees through e-mail and written memorandum that they may obtain a copy of the EEOP Short Form on request.
3. Post a copy of the EEOP Short Form on the Department intranet.
4. Include a printed copy of the EEOP Short Form among materials available for employees to obtain through Human Resources.

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

1. Post a copy of the EEOP Short Form on the CPD website.
2. Provide printed copies of the EEOP Short Form to the Dundee Township Library for display in their reading room.
3. Include on all job announcements for CPD positions that applicants may obtain a copy of the CPD EEOP Short Form

on request.

4. Notify all CPD contractors and vendors that a copy of the CPD EEOP Short Form is available on request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Kane County, Illinois**

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/	0/	
CLS #/%	18,905/59%	995/3%	560/2%	15/0%	210/1%	0/0%	95/0%	9,515/30%	820/3%	455/1%	4/0%	145/0%	0/0%	55/0%	0/0%	
Utilization #/%																
<b>Professionals</b>																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	13,940/41%	780/2%	465/1%	20/0%	530/2%	0/0%	35/0%	15,955/47%	810/2%	655/2%	20/0%	480/1%	0/0%	25/0%	0/0%	
Utilization #/%	-8%	-2%	-1%	-0%	-2%	0%	-0%	-47%	64%	-2%	-0%	-1%	0%	-0%	-0%	
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	1,540/43%	145/4%	80/2%	0/0%	45/1%	0/0%	0/0%	1,475/41%	120/3%	130/4%	0/0%	65/2%	0/0%	10/0%	0/0%	
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	14/100%	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%	
CLS #/%	1,890/64%	200/7%	240/8%	0/0%	15/1%	0/0%	10/0%	480/16%	30/1%	55/2%	0/0%	15/1%	0/0%	0/0%	0/0%	
Utilization #/%	36%	-7%	-8%	0%	-1%	0%	-0%	-16%	-1%	-2%	0%	-1%	0%	0%	0%	
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	42/78%	7/13%	0/0%	0/0%	0/0%	1/2%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
Civilian Labor Force #/%	5,080/32%	2,920/19%	590/4%	35/0%	40/0%	10/0%	65/0%	4,005/25%	2,155/14%	590/4%	20/0%	140/1%	4/0%	70/0%	0/0%	
Utilization #/%	45%	-6%	-4%	-0%	-0%	2%	-0%	-18%	-14%	-4%	-0%	-1%	-0%	-0%	-0%	
<b>Protective Services: Non-sworn</b>																
Workforce #/%	4/33%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	5/42%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	85/31%	0/0%	20/7%	0/0%	0/0%	0/0%	0/0%	135/50%	20/7%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	
Utilization #/%	2%	8%	1%	0%	0%	0%	0%	-8%	1%	-4%	0%	0%	0%	0%	0%	

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>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/88%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	13,800/26%	2,645/5%	760/1%	30/0%	375/1%	0/0%	80/0%	28,105/53%	4,755/9%	1,865/4%	75/0%	395/1%	10/0%	110/0%		
Utilization #/%	-26%	-5%	-1%	-0%	-1%	0%	-0%	34%	4%	-4%	-0%	-1%	-0%	-0%		
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/		
CLS #/%	13,965/69%	3,645/18%	495/2%	55/0%	140/1%	0/0%	65/0%	905/4%	770/4%	125/1%	4/0%	80/0%	0/0%	25/0%		
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/		
CLS #/%	16,685/29%	16,375/28%	1,955/3%	65/0%	515/1%	20/0%	225/0%	11,555/20%	8,595/15%	1,690/3%	40/0%	545/1%	25/0%	165/0%		
Utilization #/%																

**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>Chief of Police</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>Deputy Chief of Police</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>Commander</b>															
Workforce #/%	4/100%	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>Sergeant</b>															
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%	
<b>Protective Services: Sworn-Patrol Officers</b>															
Workforce #/%	42/78%	7/13%	0/0%	0/0%	0/0%	1/2%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	





## **Policy Statement**

On May 6, 2006, the President and Board of Trustees of the Village of Carpentersville adopted Resolution No. 06-56, "A Resolution Approving the Village of Carpentersville Personnel Manual." The Personnel Manual as approved by the adoption of Resolution No. 06-56 includes the following provisions:

It is the policy of the Village to provide equal employment opportunity in all our personnel practices to all qualified employees and applicants for employment without regard to race, color, creed, sex, marital status, national origin, ancestry, age, unfavorable military discharge, handicap unrelated to job requirements, or status as a disabled or Vietnam Era Veteran in accordance with applicable laws. The Village will take affirmative action to facilitate equal employment opportunity in its hiring and employment actions.

This equal employment opportunity policy applies to all employment activities, including but not limited to hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay and selection for training.

The Village of Carpentersville recruits candidates, both externally and internally for vacant positions at all levels, except as otherwise defined by State Statute.

Recruitment for positions shall be under the supervision of the Village Manager, unless otherwise provided by State Statute. The usual channels for recruitment for all positions include correspondence with heads of other agencies, advertising in professional journals and in newspapers.

The selection of Village employees is determined on merit with attention given to education, technical qualifications, and experience where applicable. Selection shall not be influenced by race, sex, age, physical or mental disability, political affiliation, marital status, religion or national origin.

The selection of sworn Police Officers and full-time Firefighters as well as the promotion of same to supervisory positions shall be under the jurisdiction of the Fire and Police Commission, according to State Statute and as amended by local ordinances.

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

In reviewing the Utilization Analysis Chart, the Project Coordinator for the Chief of Police for the Carpentersville Police Department (CPD) made the following observations:

The small number of employees (3) in the Professional job category makes it difficult to draw any meaningful inference of significant underutilization in this category in relation to the relevant community labor market.

Although the number of employees in the Protective Services: Sworn Officials job category is also small (14), there is some underutilization of Hispanic (-7%) and Black (-8%) males, with greater underutilization of White (-16%) females.

The underutilization of females also appears in the Protective Services: Sworn Officers job category, for White (-18%) and Hispanic (-14%) females, and in the Protective Services: Non-Sworn category for White (-8%) females.

The last area of significant underutilization is in the Administrative Support job category for White (-26%) males.

In order to achieve a workforce that more closely reflects the community we serve, the Carpentersville Police Department will review its recruitment, promotion and retention practices to determine if we can reduce or eliminate underutilization of females in the Protective Services: Sworn Officials, Protective Services: Sworn Officers, and Protective Services: Non-Sworn job categories. We will also review our promotion practices to determine if there are ways to better prepare Hispanic and Black males and White females for promotion from the Protective Services: Sworn Officers to the Protective Services: Sworn Officials job category.

