

EQUAL EMPLOYMENT OPPORTUNITY PLAN
for the
City of Augusta Police Department

November 1, 2000- November 30, 2003

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November 1, 2000

**To: Sworn Officers, Civilian Staff, and prospective Applicants of the City of Augusta
Police Department**

The purpose of this letter is to express my support of the equal employment opportunity process. I am strongly committed to a policy of nondiscrimination in the hiring and promoting of applicants for sworn officer and civilian staff vacancies.

To further the goals and objectives of equal employment opportunities, I am disseminating the attached Police Department Equal Employment Opportunity Plan. This Plan outlines results oriented measures designed to ensure that equal employment opportunity exists and that all individuals receive equal access to available positions in the Department. A copy of the Plan will be displayed prominently in each Division. Commanders and supervisors at all levels are expected to fully support and promote the Department's commitment to equal employment opportunity. Furthermore, staff involved in recruitment and applicant processing will ensure that a copy of the Plan is available for review by any applicant for sworn officer positions.

Promoting equality in employment and viable affirmative action goals are high priorities in this Department. I fully support these principles and ask that each officer and civilian support them as well.

**Wayne M. McCamish
Chief of Police**

SECTION I

Introduction

Grant Title: **Cops Universal Hiring Program** Grant Number: **95CFWX4043**

Grantee Name: **Augusta Police Department** Grant Amount: **\$148,188**

Address: **33 Union Street
Augusta, ME 04330**

Contact Person: **Chief Wayne M. McCamish** Telephone #: **207-626-2380**

Date and effective duration of EEOP: **November 1, 2000 – November 30, 2003**

POLICY STATEMENT:

This Equal Employment Opportunity Plan (EEOP) is issued in compliance with Federal guidelines prescribing that agencies accepting Federal financial assistance of any kind must submit an EEOP. The plan follows the Seven-Step Guide published by the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice. It is the purpose of this EEOP to focus on the Police Department's workforce and to compare it with the Community Labor Statistics for the Kennebec County area.

As indicated in the Police Chief's Statement of Policy preceding this introduction, the Augusta Police Department is strongly committed to a policy of nondiscrimination in all aspects of employment. This policy, which applies to civilian as well as sworn public safety personnel, requires employment decisions to be made without regard to race, color, national origin, religion, sex, age, disability, or political belief or affiliation. This plan reaffirms the Department's commitment to equality of opportunity through a positive and continuing program of specific policies and practices. The plan's effective duration is November 1, 2000 to November 30, 2003. Chief Wayne M. McCamish is the individual responsible for overall implementation of this plan and achievement of its goals. He can be reached at (207)626-2380.

The chart on the following page reflects the Agency's Workforce as required by Step 2 of the Seven-Step Guide. Page 4 contains the Community Labor Statistics chart (Step 3), and Page 5 contains a chart with the Utilization Analysis (Step 4).

JOB CATEGORY	TOTAL	MALES	FEMALES
Officials/Administrator #	0	0	0
%	100%	0%	0%
Professionals #	0	0	0
%	100%	0%	0%
Technicians #	0	0	0
%	100%	0%	0%
Protective Services			
Officials #	16	16	0
%	100%	100%	0%
Patrol Officers #	23	21	2
%	100%	91%	9%
Para-Professionals #	2	1	1
%	100%	50%	50%
Office/Clerical #	13	5	8
%	100%	38%	62%
Skilled Craft #	0	0	0
%	100%	0%	0%
Service/Maintenance #	2	2	0
%	100%	100%	0%

• **SWORN OFFICIALS SUMMARY CHART**

JOB CATEGORY	TOTAL	MALES	FEMALES
Chief, Deputy Chiefs #	2	2	0
%	100%	100%	0%
Captains, Inspectors #	0	0	0
%	100%	0%	0%
Lieutenants	5	5	0
%	100%	100%	0%
Sergeants, Detectives	9	9	0
TOTALS	100%	100%	0%

**AUGUSTA
POLICE DEPARTMENT**

COMMUNITY LABOR STATISTICS

**SECTION III
EEOP-APD**

JOB CATEGORY	TOTAL	MALES	FEMALES
Officials/Administrators #	8,306	5,154	3,152
%	100%	62%	38%
Professionals #	10,003	4,430	5,573
%	100%	44%	56%
Technicians #	2,456	1,385	1,071
%	100%	56%	44%
Protective Services			
Officials #	603	551	52
%	100%	91%	9%
Patrol Officers #	21,273	10,820	10,453
%	100%	51%	49%
Para-Professionals #	2,435	278	2,157
%	100%	11%	89%
Office/Clerical #	12,556	3,009	9,547
%	100%	24%	76%
Skilled Craft #	7,292	6,863	429
%	100%	94%	6%
Service/Maintenance #	15,349	9,484	5,865
%	100%	62%	38%

JOB CATEGORY	MALES	FEMALES
Officials/Administrators #		
Workforce	0%	0%
CLS	62%	38%
Utilization	-62%	-38%
Professionals #		
Workforce	0%	0%
CLS	44%	56%
Utilization	-44%	-56%
Technicians #		
Workforce	0%	0%
CLS	56%	44%
Utilization	-56%	-44%
Protective Services		
Officials #		
Workforce	100%	0%
CLS	91%	9%
Utilization	9%	-9%
Patrol Officers #		
Workforce	91%	9%
CLS	51%	49%
Utilization	40%	-40%
Para-Professionals #		
Workforce	50%	50%
CLS	11%	89%
Utilization	39%	-39%
Office/Clerical #		
Workforce	38%	62%
CLS	24%	76%
Utilization	14%	-14%
Skilled Craft #		
Workforce	0%	0%
CLS	94%	6%
Utilization	-94%	-6%
Service/Maintenance #		
Workforce	100%	0%
CLS	62%	38%
Utilization	38%	-38%

SECTION IV - B

Utilization Analysis Narrative

According to the 1990 U.S. Census Data, minorities for Kennebec County only represent 2% of our community. Therefore, the Augusta Police Department focuses, per the instruction of the Department of Justice, on women.

A comparison of the Augusta Police Department workforce to the community labor statistics for Kennebec County indicates under utilization of women in every category and an under utilization of men in Office/Administrators, Professionals, Technicians, and Skilled Crafts. This plan will focus primarily on females; however, the Police Department welcomes the chance to increase the representation of all underutilized groups and will continue to explore avenues of communicating job opportunities to all race and ethnic groups. After reviewing the results of the under utilization analysis, the Police Department has identified the following areas of concern:

Officials/Administrators, Professionals, Technicians and Skilled Crafts:

The Augusta Police Department does not have any positions open in the following areas. Although, if a position were to be added the Augusta Police Department will make every effort to recruit qualified female and minority applicants.

Service/Maintenance: *The Augusta Police Department shows an under utilization of females at this time by 38% in this area, but let it be recognized that there are only two positions within this category – Janitor and Animal Control. At this time white males occupy both the positions. The personnel who previously held the above positions were white females who voluntarily vacated the positions. If the positions were to open the department would continue our practice of making every effort to recruit qualified females and minority applicants.*

Protective Services (Officials): *Females are underutilized by 9%.*

Protective Services (Patrol): *Females are underutilized by 40%.*

(This under utilization continued an historical trend despite significant efforts to attract more females to law enforcement).

Para-Professionals: *The Utilization Analysis for this field shows that females are underutilized by 39%. This figure is based on two positions filled by one white male and one white female. We also have one part-time white female who was not included in this analysis due to the part-time status. So although the under utilization of females appears high, the department employs the same amount of females as males when including the male supervisor and part-time female employee.*

Office/Clerical: *Females are underutilized by 14%.*

SECTION V

Objectives

The Augusta Police Department is committed to making its workforce profile more closely reflect the available labor force in the community. Based on the results of the under utilization analysis, the Police Department has established the following objectives:

Because females are underutilized in all job categories within the Police Department, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment. The Police Department, along with the City Human Resource Director, will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the Department.

SECTION VI

Steps to Achieve Objectives

The following steps outline the Police Department's strategies to increase access to employment opportunities for the groups under-represented in the analyses earlier in this document.

Human Resources and those involved in the application and interviewing process will review all criteria and testing to ensure women have an equal opportunity to meet the criteria or pass the testing.

The Augusta Police Department is joining other Police Departments in Kennebec and Somerset Counties to create a hiring pool. This endeavor will allow advertising and recruitment to reach out to a broader based work force in order to reach qualified applicants.

The Augusta Police Department will focus on reaching out to a broader based work force with a focus on women by posting our vacancies on our Web Site.

Outreach efforts will be intensified and closely coordinated with our Human Resource Director.

SECTION VII

Dissemination

As required by the U.S. Department of Justice, Civil Rights Seven Step Plan, a copy of this EEOP will be disseminated to all employees, applicants and the general public by doing the following:

A copy of this EEOP will be distributed to all employees of the Augusta Police Department.

A copy of the plan will be posted on a bulletin board in a prominent location within the Police Department.

In an effort to increase access by the public, the EEOP will be posted on the Department Web Site.

Commanders and supervisors at all levels will be supplied with a copy of this plan and are expected to fully support and promote the Department's commitment to equal employment opportunity.

The City of Augusta Human Resource Director will also receive a copy of this plan to make available to any interested party.

In addition, members involved in recruiting and applicant processing will ensure that copies of the Plan are available for review by applicants and prospective applicants.