

# EEO Utilization Report

## Organization Information

Name: Chesterfield County Police Department

City: Chesterfield

State: VA

Zip: 23832

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Discrimination on the basis of race, color, religion, national origin, political affiliation, sex (to include pregnancy, gender identification, and sexual orientation), age (40 or older) or disability in all aspects of employment, such as hiring, promotion, discharge, pay, benefits, classification, referral, and job training is prohibited by federal and state law, and County or department policy.

## Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Personnel Unit of the Chesterfield County Police Department observed that the following categories were underutilized by two or more standard deviations:

1. Protective Services: Sworn Officials: White females (-9%) and Black/African American females (-11%).
2. Protective Services: Sworn Patrol Officers: Hispanic/Latino males (-6%), Black/African American males (-9%), White females (-16%), Hispanic/Latino females (-4%), Black/African American females (-7%) and Asian females (-2%).
3. Professionals: White males (-15%)
4. Administrative Support: White males (-25%)

The Chesterfield County Police Department is committed to diversity in hiring and achieving a police department that is reflective of the community. The department will continually review and revise our Recruitment Strategic Plan for Diversity and Ethical Hiring to improve our underutilized categories.

## Step 5: Objectives and Steps

### 1. Objective 1 To ensure recruitment is unbiased

a. This department has a policy prohibiting employment discrimination. To encourage minority and females to apply, the department has a permanently assigned recruiter and added six temporary recruiters to boost recruitment efforts. It is our practice to: recruit at historically black colleges and universities and minority places of worship; participate in TAP programs at regional military bases; advertise on radio stations that attract minority listeners; identify women's organizations and colleges and universities that have a substantial enrollment of women and minorities to present recruitment programs and attend recruiting events; participate in minority career fairs and multicultural community events, such as the Asian Chamber of Commerce Legislative Session recruiting event and the Hispanic Chamber of Commerce Que Pasa Festival; and maintain relationships with minority organizations to inform them of current job openings.

### 2. Objective 2 To ensure there are no barriers to applicants

a. All positions available within Chesterfield County government, including the police department, are advertised on the county's website [www.chesterfield.gov](http://www.chesterfield.gov), as well as at the Virginia Employment Commission. All applications for the Chesterfield County Police Department must be submitted through the online application process. The department and county do not prohibit any individual from applying through the online application process. The department will continue to review, evaluate, and modify the application process to ensure all barriers are eliminated.

### 3. Objective 3 To ensure all applicants have an equal opportunity to apply

a. For civilian positions, an application is submitted online and received by county HR. The full application is provided to the PD for review. Top candidates are referred for interviews. The most qualified is offered employment.

For sworn positions, an application is submitted online and received by county HR. All applicants are invited to a session for a written exam, physical test, and background screening. If they pass testing, background, criminal history, and polygraph, they are interviewed. If approved, they receive a medical and psychological evaluation. Upon successful completion and approval by the chief of police, they are offered employment.

Strong efforts to recruit minorities continue. We survey all test applicants to determine successful recruitment strategies. Exit interviews provide feedback on how employment practices affect recruitment and retention of minority and female officers.

## **Step 6: Internal Dissemination**

1. Post a copy or link of the EEOP Utilization Report on the police department's intranet site.
2. Have copies of the EEOP Utilization Report available upon request in the Police Personnel Unit office.
3. Send an e-mail to all police department employees notifying them that EEOP Utilization Report will be available for review on the department's intra net site and is available upon request in the Police Personnel Unit office.
4. Provide a copy of the EEOP Utilization Report to each bureau/division within the department for placement on individual bureau/division bulletin boards.

## **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Plan on the department's county website (intranet).
2. Have copies of the EEOP Utilization Plan available upon request in the Police Personnel Unit office.
3. Post on department social media site, such as Facebook, that a copy of the EEOP Utilization Plan is available on the department's internet site, and upon request in the Police Personnel Unit office.
4. Post a copy or link of the Police Departments EEOP Utilization Report for contractors and vendors on the Chesterfield County's Department of Purchasing-Diversity website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Chesterfield County, Virginia**

| 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 |
| <b>Officials/Administrators</b>                   |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 1/20%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 3/60%     | 1/20%              | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 7,625/48% | 159/1%             | 1,005/6%                  | 45/0%                            | 235/1% | 0/0%                                      | 55/0%             | 20/0%  | 4,795/30% | 90/1%              | 1,715/11%                 | 0/0%                             | 95/1%  | 0/0%                                      | 10/0%             | 25/0% |
| Utilization #/%                                   | -28%      | -1%                | -6%                       | -0%                              | -1%    | 0%  | -0%               | -0%    | 30%       | 19%                | -11%                      | 0%                               | -1%    | 0%  | -0%               | -0%   |
| <b>Professionals</b>                              |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 7/15%     | 0/0%               | 2/4%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 32/70%    | 0/0%               | 5/11%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 6,065/30% | 290/1%             | 975/5%                    | 4/0%                             | 310/2% | 15/0%                                     | 0/0%              | 85/0%  | 9,325/47% | 330/2%             | 2,085/10%                 | 0/0%                             | 345/2% | 15/0%                                     | 30/0%             | 15/0% |
| Utilization #/%                                   | -15%      | -1%                | -1%                       | -0%                              | -2%    | -0%                                       | 0%                | -0%    | 23%       | -2%                | 0%                        | 0%                               | -2%    | -0%                                       | -0%               | -0%   |
| <b>Technicians</b>                                |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| 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 #/%   | 710/27%   | 40/2%              | 255/10%                   | 0/0%                             | 80/3%  | 0/0%                                      | 0/0%              | 0/0%   | 925/36%   | 69/3%              | 450/17%                   | 0/0%                             | 25/1%  | 0/0%                                      | 20/1%             | 15/1% |
| Utilization #/%                                   | 23%       | -2%                | -10%                      | 0%                               | -3%    | 0%  | 0%                | 0%     | 14%       | -3%                | -17%                      | 0%                               | -1%    | 0%  | -1%               | -1%   |
| <b>Protective Services: Sworn-Officials</b>       |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 78/77%    | 2/2%               | 11/11%                    | 0/0%                             | 2/2%   | 0/0%                                      | 0/0%              | 0/0%   | 7/7%      | 0/0%               | 1/1%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 1,340/52% | 4/0%               | 455/18%                   | 10/0%                            | 4/0%   | 0/0%                                      | 0/0%              | 20/1%  | 410/16%   | 15/1%              | 315/12%                   | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | 25%       | 2%                 | -7%                       | -0%                              | 2%     | 0%  | 0%                | -1%    | -9%       | -1%                | -11%                      | 0%                               | 0%     | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn-Patrol Officers</b> |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 318/79%   | 11/3%              | 26/6%                     | 1/0%                             | 3/1%   | 0/0%                                      | 1/0%              | 0/0%   | 36/9%     | 1/0%               | 3/1%                      | 0/0%                             | 1/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%                          | 3,915/35% | 950/8%             | 1,710/15%                 | 0/0%                             | 220/2% | 0/0%                                      | 95/1%             | 35/0%  | 2,775/25% | 435/4%             | 840/7%                    | 0/0%                             | 200/2% | 0/0%                                      | 38/0%             | 0/0%  |
| Utilization #/%                                   | 44%       | -6%                | -9%                       | 0%                               | -1%    | 0%  | -1%               | -0%    | -16%      | -4%                | -7%                       | 0%                               | -2%    | 0%  | -0%               | 0%    |
| <b>Protective Services: Non-sworn</b>             |           |                    |                           |                                  |        |   |                   |        |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 8/80%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%   | 2/20%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 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 | 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 |
| CLS #/%                       | 80/31%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%       | 165/65% | 10/4%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%               | 49%       | 0%                 | 0%                        | 0%                               | 0%     | 0%  | 0%                | 0%         | -4%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Administrative Support</b> |           |                    |                           |                                  |        |   |                   |            |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 0/0%      | 0/0%               | 0/0%                      | 0/0%                             | 1/3%   | 0/0%                                      | 0/0%              | 0/0%       | 33/89%  | 0/0%               | 3/8%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                       | 8,520/25% | 170/0%             | 2,775/8%                  | 20/0%                            | 320/1% | 0/0%                                      | 0/0%              | 14,785/43% | 760/2%  | 5,920/17%          | 90/0%                     | 420/1%                           | 20/0% | 215/1%                                    | 55/0%             | 0/0%  |
| Utilization #/%               | -25%      | -0%                | -8%                       | -0%                              | 2%     | 0%  | 0%                | 46%        | -2%     | -9%                | -0%                       | -1%                              | -0%   | -1%                                       | -0%               | -0%   |
| <b>Skilled Craft</b>          |           |                    |                           |                                  |        |   |                   |            |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 0/        | 0/                 | 0/                        | 0/                               | 0/     | 0/  | 0/                | 0/         | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%                       | 7,465/71% | 1,030/10%          | 1,140/11%                 | 20/0%                            | 195/2% | 0/0%                                      | 105/1%            | 360/3%     | 15/0%   | 120/1%             | 0/0%                      | 70/1%                            | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%               |           |                    |                           |                                  |        |   |                   |            |         |                    |                           |                                  |       |   |                   |       |
| <b>Service/Maintenance</b>    |           |                    |                           |                                  |        |   |                   |            |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 2/33%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 1/17%      | 1/17%   | 1/17%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 1/17%             | 0/0%  |
| CLS #/%                       | 7,655/28% | 1,605/6%           | 5,380/20%                 | 25/0%                            | 585/2% | 0/0%                                      | 49/0%             | 6,380/23%  | 880/3%  | 4,015/15%          | 25/0%                     | 555/2%                           | 0/0%  | 135/0%                                    | 115/0%            | 0/0%  |
| Utilization #/%               | 5%        | -6%                | -20%                      | -0%                              | -2%    | 0%  | -0%               | -7%        | 13%     | 2%                 | -0%                       | -2%                              | 0%    | 16%                                       | -0%               | -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 |
| <b>Professionals</b>                              | ✓     |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| <b>Protective Services: Sworn-Officials</b>       |       |                    |                           |                                  |       |   |                   |        | ✓     |                    | ✓                         |                                  |       |   |                   |       |
| <b>Protective Services: Sworn-Patrol Officers</b> |       | ✓                  | ✓                         |                                  |       |   |                   |        | ✓     | ✓                  | ✓                         |                                  | ✓     |   |                   |       |
| <b>Administrative Support</b>                     | ✓     |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |

## 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 |
| <b>Colonel</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%                                      | 0/0%              | 0/0%  |
| <b>Lt. Colonel</b>                                    |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 2/100%  | 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%  |
| <b>Major</b>  |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 3/75%   | 0/0%               | 1/25%                     | 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>Captain</b>  |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 9/82%   | 0/0%               | 1/9%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%   | 1/9%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Lieutenant</b>                                     |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 18/78%  | 2/9%               | 1/4%                      | 0/4%                             | 1/4%  | 0/0%                                      | 0/0%              | 0/0%   | 1/4%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Sergeant</b>                                       |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 45/75%  | 0/0%               | 8/13%                     | 0/2%                             | 1/2%  | 0/0%                                      | 0/0%              | 0/0%   | 5/8%  | 0/0%               | 1/2%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Protective Services:<br/>Sworn-Patrol Officers</b> |         |                    |                           |                                  |       |   |                   |        |       |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 318/79% | 11/3%              | 26/6%                     | 1/1%                             | 3/1%  | 0/0%                                      | 1/0%              | 0/0%   | 36/9% | 1/0%               | 3/1%                      | 0/0%                             | 1/0%  | 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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Jeffrey S. Katz

Colonel

01-16-2019

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[signature]

[title]

[date]