

# EEO Utilization Report

## Organization Information

Name: West Jordan, City Of

City: West Jordan

State: UT

Zip: 84088

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

The West Jordan Police Department is fully committed to policies of equal opportunity and nondiscrimination. Accordingly, the West Jordan Police Department pursues a vigorous program of affirmative action in all classifications of employment in order to prevent any form of discrimination, harassment, or prejudicial treatment on the basis of race, color, religion, national origin, sex, age, or status as a disabled individual, pregnancy, gender, gender identity, sexual orientation, disabled veteran, or veteran of the Vietnam Era. All West Jordan Police Department administrative and supervisory personnel are required in turn to assure that this policy will be furthered by imposing only valid requirements for employment decisions and for promotional opportunities and to see that all personnel actions, such as compensation, benefits, transfers, layoff, sponsored training, education, tuition assistance, social and recreational programs, will be instituted and administered so as to comply with the standards of fairness and non-discrimination.

## Step 4b: Narrative of Interpretation

Reviewing the Utilization Analysis Chart, the administration of the West Jordan Police Department (WJPD) made the following observations: the underutilization Hispanic males (-14%), Hispanic females (-9%), and white females (-16%) for sworn Protective Services positions is recognized. It is also noted that white males are statistically underutilized for non-sworn positions (-30%) in WJPD. This is primarily due to the fact that a large number of part-time female crossing guards that work for WJPD.

In keeping with WJPD's commitment to have a workforce that reflects the community it serves, WJPD will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic males, Hispanic females, and white females to apply for entry-level sworn positions. The recruitment and retention practices of the WJPD will also be examined to see if there may be ways to attract more White males for the non-sworn positions.

## Step 5: Objectives and Steps

### 1. Identify any barriers in recruitment that might deter Hispanic and White females and Hispanic males from applying for entry-level patrol officer positions.

- a. The West Jordan Police Department commits to assign women and minority employees to the recruitment and training process as well as use these employees in marketing and advertising campaigns to offset potential implicit conceptions of bias.
- b. The West Jordan Police Department will interview current employees who match our departments underutilization demographics to find out if there is anything in our current recruitment and testing process that they believe would inhibit future applicants of the same demographic from successfully completing the process. Any portion of the process that is found to cause barriers to employment will be analyzed and remedied.
- c. The West Jordan Police Department with the help of the Human Resources Department will review the feedback from exit interviews from all female and Hispanic male employees to determine if there was more that could have been done to keep them employed. The department will focus the review on employees who were employed less than one year.
- d. The West Jordan Police Department will implement a tracking system for recruits entering the assessment phases of recruitment. Tracking the success rates of different racial groups on each assessment will help the department determine if specific tests disproportionately impede minority applicants.
- e. All members of the West Jordan Police Department will take part in a multicultural training class. This class will focus on why a multicultural workforce is important as well as how to implement the departments multicultural implement strategy. Training will present data demonstrating the competitive edge of having a multicultural agency. Training emphasis will begin with managers and will teach skills for recruitment, selection, and management in a multicultural workplace.
- f. Department leadership will develop a multicultural action plan to integrate minority staff, establish a clear vision, and identify organizational goals. This plan will supplement the departments organizational philosophy and will demonstrate the value and purpose of creating a multicultural workforce which reflects our community. This plan will demonstrate the personal commitment of department leadership to the success of this plan and clearly communicate what steps need to be taken and why.
- g. The West Jordan Police Department will create a feedback mechanism related to the multicultural action plan that will provide a method for evaluating and establishing accountability for results. This mechanism will periodically measure the departments success in achieving diversity and integration goals and will allow for corrective action when necessary.

### 2. Target Hispanic males, White females, and Hispanic females for entry-level Police officer positions.

- a. To attract male and female Hispanic recruits to the West Jordan Police Department, the department will utilize a newly created Facebook page to disseminate recruitment and career information to target demographics. We will specifically target White and Hispanic females and Hispanic males through an online social media recruitment campaign.
- b. The West Jordan Police Department will participate in career fairs, law enforcement classes and career days in our local high schools to encourage minority students to consider law enforcement as a career. We will focus on schools with a large minority population and will utilize currently employed minority sworn officers to give the

presentation and interact with students. We will also give recruitment presentations at Salt Lake Community College which has a traditionally high number of Hispanic and other minority students.

c. The West Jordan Police Department has a longstanding relationship with the Jordan School District to provide School Resource Officers at the high school and junior high schools. As a part of our ongoing commitment to reduce school crime, our officers teach a course each semester to instill positive community values and teach law enforcement principles. To build on this program, West Jordan School Resource Officers will include lessons about law enforcement as a career and encourage community participation and volunteerism to at-risk youth during class time.

d. Traditionally employment advertisements have only been placed on the City's website and nowhere else. Beginning in 2019, the West Jordan Police Department in conjunction with the Human Resource Department will begin placing employment advertisements on job boards in places that have a higher concentration of ethnic and minority groups. This will include community centers and minority organizations along with online job boards that cater to these populations.

e. In order to engage more with the Hispanic population, the West Jordan Police Department will host Spanish language classes for sworn officers. These classes will not only help our officers fulfill their regular duties but will also allow them to build better relationships with the Hispanic community by breaking through the cultural barrier between law enforcement and Spanish language speakers.

### **Step 6: Internal Dissemination**

The EEO Utilization Report of the West Jordan Police Department (WJPD) will be posted on our in-house electronic communication service that only employees can access. An electronic email will be sent to every WJPD employee stating that a copy of the EEO Utilization Report for WJPD is available on our in-house electronic communication service or upon request in our human resource office. A notice will be posted on bulletin boards in our report writing room, break rooms and patrol briefing room that the EEO Utilization Report for WJPD is available on our in-house electronic communication service or a hard copy can be obtained through our human resource office.

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

A copy of the EEO Utilization Report for the West Jordan Police Department (WJPD) will be posted on the City Of West Jordan's public website, under the drop down tab for the WJPD. Copies of the EEO Utilization Report for the WJPD will also be delivered to the two public libraries located in the City of West Jordan.

**Utilization Analysis Chart**  
**Relevant Labor Market: West Jordan city, Utah**

| 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 #/%                                     | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/        | 0/                 | 0/                        | 0/                               | 0/     | 0/  | 0/                | 0/    |
| CLS #/%   | 1,470/57% | 270/10%            | 15/1%                     | 0/0%                             | 10/0% | 0/0%                                      | 0/0%              | 0/0%  | 635/24%   | 120/5%             | 0/0%                      | 10/0%                            | 30/1%  | 0/0%                                      | 40/2%             | 0/0%  |
| Utilization #/%                                   |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| <b>Professionals</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%  |
| CLS #/%   | 1,335/33% | 70/2%              | 0/0%                      | 15/0%                            | 50/1% | 20/0%                                     | 0/0%              | 4/0%  | 2,350/58% | 110/3%             | 0/0%                      | 0/0%                             | 65/2%  | 15/0%                                     | 20/0%             | 0/0%  |
| Utilization #/%                                   | 67%       | -2%                | 0%                        | -0%                              | -1%   | -0%                                       | 0%                | -0%   | -58%      | -3%                | 0%                        | 0%                               | -2%    | -0%                                       | -0%               | 0%    |
| <b>Technicians</b>                                |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 0/0%      | 1/25%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 3/75%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 195/38%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 225/44%   | 60/12%             | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 35/7%             | 0/0%  |
| Utilization #/%                                   | -38%      | 25%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 31%       | -12%               | 0%                        | 0%                               | 0%     | 0%  | -7%               | 0%    |
| <b>Protective Services: Sworn-Officials</b>       |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 21/91%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/9%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 250/81%   | 0/0%               | 0/0%                      | 40/13%                           | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 20/6%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | 11%       | 0%                 | 0%                        | -13%                             | 0%    | 0%  | 0%                | 0%    | 2%        | 0%                 | 0%                        | 0%                               | 0%     | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn-Patrol Officers</b> |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 75/84%    | 3/3%               | 0/0%                      | 0/0%                             | 1/1%  | 0/0%                                      | 0/0%              | 1/1%  | 9/10%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%                          | 2,820/41% | 1,185/17%          | 10/0%                     | 10/0%                            | 40/1% | 55/1%                                     | 55/1%             | 20/0% | 1,800/26% | 650/9%             | 0/0%                      | 10/0%                            | 105/2% | 95/1%                                     | 0/0%              | 35/1% |
| Utilization #/%                                   | 43%       | -14%               | -0%                       | -0%                              | 1%    | -1%                                       | -1%               | 1%    | -16%      | -9%                | 0%                        | -0%                              | -2%    | -1%                                       | 0%                | -1%   |
| <b>Protective Services: Non-sworn</b>             |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                                     | 10/10%    | 0/0%               | 1/1%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 86/83%    | 6/6%               | 1/1%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 30/40%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 45/60%    | 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 |
| Utilization #/%               | -30%      | 0%                 | 1%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 23%       | 6%                 | 1%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Administrative Support</b> |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 1/5%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 19/95%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                       | 2,540/31% | 415/5%             | 20/0%                     | 0/0%                             | 15/0% | 40/0%                                     | 95/1%             | 0/0%  | 4,370/53% | 590/7%             | 40/0%                     | 20/0%                            | 50/1% | 20/0%                                     | 60/1%             | 10/0% |
| Utilization #/%               | -26%      | -5%                | -0%                       | 0%                               | -0%   | -0%                                       | -1%               | 0%    | 42%       | -7%                | -0%                       | -0%                              | -1%   | -0%                                       | -1%               | -0%   |
| <b>Skilled Craft</b>          |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%                       | 2,160/66% | 750/23%            | 0/0%                      | 0/0%                             | 80/2% | 10/0%                                     | 35/1%             | 10/0% | 105/3%    | 0/0%               | 0/0%                      | 0/0%                             | 75/2% | 35/1%                                     | 0/0%              | 0/0%  |
| Utilization #/%               |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |       |   |                   |       |
| <b>Service/Maintenance</b>    |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                 | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%                       | 2,655/35% | 1,100/15%          | 90/1%                     | 40/1%                            | 60/1% | 4/0%                                      | 45/1%             | 30/0% | 2,550/34% | 770/10%            | 10/0%                     | 25/0%                            | 90/1% | 10/0%                                     | 40/1%             | 15/0% |
| Utilization #/%               |           |                    |                           |                                  |       |   |                   |       |           |                    |                           |                                  |       |   |                   |       |

### 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>Protective Services:<br/>Sworn-Patrol Officers</b> |       | ✓                  |                           |                                  |       |   |                   |       | ✓      | ✓                  |                           |                                  |       |   |                   |       |
| <b>Protective Services: Non-sworn</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>Chief</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>Deputy Chief</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>Lieutenant</b>                                     |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| 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%  |
| <b>Sergeant</b>                                       |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 12/86% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/14%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Protective Services:<br/>Sworn-Patrol Officers</b> |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 75/84% | 3/3%               | 0/0%                      | 0/1%                             | 1/1%  | 0/0%                                      | 0/0%              | 1/1%  | 9/10%  | 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 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: Ken Wallentine

Chief of Police

12-10-2018

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[title]

[date]