

# EEOP Utilization Report



Tue Sep 13 10:04:52 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Hiring Program	<b>Grant Number:</b>	2012UMWX0196
<b>Grantee Name:</b>	Lynn Police Department	<b>Award Amount:</b>	\$750,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	300 Washington Street Lynn, Massachusetts 01902		
<b>Contact Person:</b>	Michael A. Mageary	<b>Telephone #:</b>	781-477-4303
<b>Contact Address:</b>	300 Washington Street Lynn, Massachusetts 01902		
<b>DOJ Grant Manager:</b>	Judith Danile Williford	<b>DOJ Telephone #:</b>	202-514-1156

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### Policy Statement:

CITY OF LYNN - POLICE DEPARTMENT  
EQUAL EMPLOYMENT OPPORTUNITY PLAN

#### POLICY STATEMENT

It is the policy of the City of Lynn Police Department to provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. The City of Lynn Police Department, through this Equal Employment Opportunity Plan, reaffirms its commitment to apply this policy to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Lynn Police Department expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

Violations of this policy should be reported directly to the Chief of Police or a Deputy Chief of Police.

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

After reviewing the utilization Analysis report we understand that that we are underutilized in the areas of sworn patrol officers with Hispanic males as well as White and Hispanic Females. The demographics of our city indicate that we are 52% white while 32% Hispanic and 12% black. females make up 51% percent of our population. However, we are hampered in our hiring process by a number of factors to include the fact that we are a civil service department which requires us to hire based on a list of test scores with veterans receiving preference. Additionally, a number of officers have recently transferred or retired and our city has been under financial constraints. At this time we are currently in a hiring freeze which reflects in this underutilization. In keeping with the Lynn Police Department's commitment to having a workforce that reflects the community it serves, we will examine the recruitment and retention practices to see if there is a way to attract more Hispanic males and White and Hispanic females to apply for entry-level patrol officer positions.

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

### **1. Continue recruitment to attract a wider pool of applicants**

a. Provide applications on the department's website. Utilize our social media outlets to inform individuals that the civil service test is scheduled and provide information on same as well as list seminars to assist in the process. Continue to attend our local college and high school job fairs to recruit individuals to apply. Meet with community groups and provide applications and information on taking the exam.

### **2. Ensure there are no barriers to those who wish to acquire a job**

a. The Lynn P.D. will meet with Hispanic males and White and Hispanic female recruits to find out how they learned about the opportunity to become a Lynn officer. We will also inquire as to whether anything in their recruitment and training might be changed to encourage more Hispanic males and females and White females to become officers and ensure that there is no disparate impact so that there is equal opportunity to get a position. Based on their feedback we will reexamine our outreach and training efforts.

### **3. Enhance recruitment of female applicants**

a. To attract female applicants, The Lynn Community Liaison Team will meet with community groups that have a significant female enrollment (i.e. Girls, INC., Lynn Area Chamber of Commerce, ECCO and others. The team will make presentations that will highlight career opportunities for woman as sworn officers of the Lynn P.D. as well as discuss promotional opportunities. They will provide information on the promotional process and educate that it is an equal opportunity for all officers after three years and by taking a written examination.

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

We will disseminate our EEOP Report internally through a comprehensive Dissemination plan which will include.....posting the report on the internet, our LPD website and our social media sites. We will make available hard copies of the report and email copies of the report to the entire department. Additionally, we will notify all staff of the availability of the report by posting memos in break rooms and bulletin boards throughout the building and post the notice on DHQ, our internal digital notification process.

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

For external dissemination we will make hard copies available in the department lobby as well as upon request. We will also post the report on our website and the internet. Copies will also be available for review at our public library and city hall. We will also our contractors and vendors with copies of the report, email them copies and provide the link where they may review the report.

**Utilization Analysis Chart**  
**Relevant Labor Market: Essex County, Massachusetts**

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%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,155/53%	790/2%	415/1%	4/0%	675/2%	0/0%	125/0%	30/0%	15,185/38%	945/2%	345/1%	15/0%	325/1%	55/0%	95/0%	65/0%
Utilization #/%	-53%	-2%	-1%	-0%	-2%	0%	-0%	-0%	62%	-2%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	24,885/37%	825/1%	840/1%	40/0%	1,535/2%	110/0%	170/0%	140/0%	35,045/52%	1,640/2%	675/1%	40/0%	1,075/2%	15/0%	190/0%	75/0%
Utilization #/%																
<b>Technicians</b>																
Workforce #/%	0/0%	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%
CLS #/%	2,910/32%	170/2%	100/1%	0/0%	350/4%	0/0%	25/0%	15/0%	4,850/53%	365/4%	230/3%	0/0%	90/1%	0/0%	10/0%	0/0%
Utilization #/%	-32%	98%	-1%	0%	-4%	0%	-0%	-0%	-53%	-4%	-3%	0%	-1%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	41/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,610/77%	285/6%	50/1%	0/0%	60/1%	0/0%	30/1%	10/0%	535/11%	60/1%	0/0%	0/0%	20/0%	0/0%	15/0%	0/0%
Utilization #/%	20%	-6%	-1%	0%	-1%	0%	-1%	-0%	-9%	-1%	0%	0%	-0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	102/73%	15/11%	5/4%	1/1%	4/3%	0/0%	0/0%	0/0%	8/6%	1/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	9,175/38%	4,255/17%	175/1%	15/0%	480/2%	15/0%	90/0%	145/1%	5,735/23%	3,430/14%	385/2%	0/0%	395/2%	0/0%	90/0%	70/0%
Utilization #/%	36%	-7%	3%	1%	1%	-0%	-0%	-1%	-18%	-13%	1%	0%	-2%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	245/35%	0/0%	0/0%	0/0%	0/0%	0/0%	8/1%	15/2%	290/41%	80/11%	0/0%	0/0%	30/4%	0/0%	35/5%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/82%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,720/30%	2,870/4%	630/1%	0/0%	765/1%	0/0%	135/0%	25/0%	44,755/55%	5,040/6%	1,155/1%	55/0%	1,245/2%	15/0%	335/0%	205/0%
Utilization #/%	-30%	-4%	-1%	0%	-1%	0%	-0%	-0%	27%	-6%	17%	-0%	-2%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	20,480/80%	2,535/10%	400/2%	10/0%	395/2%	0/0%	120/0%	125/0%	975/4%	300/1%	55/0%	0/0%	180/1%	0/0%	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%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,435/36%	8,535/11%	1,105/1%	25/0%	1,620/2%	0/0%	165/0%	525/1%	25,340/32%	8,470/11%	1,500/2%	30/0%	1,660/2%	25/0%	295/0%	460/1%
Utilization #/%	-36%	-11%	-1%	-0%	-2%	0%	-0%	-1%	68%	-11%	-2%	-0%	-2%	-0%	-0%	-1%

### 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: Sworn-Patrol Officers</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>Captain</b>																
Workforce #/%	5/100%	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 #/%	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%
<b>Sergeant</b>																
Workforce #/%	19/100%	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>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	102/73%	15/11%	5/4%	1/3%	4/3%	0/0%	0/0%	0/0%	8/6%	1/1%	3/2%	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: Michael A. Mageary

Deputy Chief of Police

08-30-2016

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