

EEOP Utilization Report



Wed Jan 08 10:52:55 EST 2014

Step 1: Introductory Information

Grant Title:	Combating Misuse of Prescription Drugs program	Grant Number:	2011-DG-BX-0031
Grantee Name:	City of Reno Police Department	Award Amount:	\$250,000.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
DOJ Grant Manager:	Melanie Davis	DOJ Telephone #:	202-305-7944

Grant Title:	2011 BJA Formula JAG Grant	Grant Number:	2011-DJ-BX-3450
Grantee Name:	City of Reno Police Department	Award Amount:	\$203,500.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
DOJ Grant Manager:	Joseph Husted	DOJ Telephone #:	202-353-4411

Grant Title:	2012 BJA Formula JAG grant	Grant Number:	2012-DJ-BX-1082
Grantee Name:	City of Reno Police Department	Award Amount:	\$159,525.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
DOJ Grant Manager:	Joseph Husted	DOJ Telephone #:	202-353-4411

Grant Title:	2013 BJA Formula JAG grant	Grant Number:	2013-DJ-BX-0956
Grantee Name:	City of Reno Police Department	Award Amount:	\$144,757.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
DOJ Grant Manager:	Joseph Husted	DOJ Telephone #:	202-353-4411

Grant Title:	2013 Fed Motor Carrier MCSAP grant	Grant Number:	FM-MHP-0138-13-01-00/01
Grantee Name:	City of Reno Police Department	Award Amount:	\$181,305.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
DOJ Grant Manager:	William Bensmiller	DOJ Telephone #:	775-687-5335

Grant Title:	Victim of Crimes Act	Grant Number:	VOCA 13-089
Grantee Name:	City of Reno Police Department	Award Amount:	\$193,341.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
State Granting Agency:	State of Nevada-Dept of Health & Human Services	Grant Number:	2011-VA-GX-0030
Contact Name:	Debbie Tanaka		

Contact Address: 4126 Technology Way - 3rd Floor
Carson City, Nevada
89706
Telephone #: 775-684-7946

Grant Title:	Multi-Jurisdictional Gang Task Force	Grant Number:	13-JAG-26
Grantee Name:	City of Reno Police Department	Award Amount:	\$42,000.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
State Granting Agency:	State of Nevada - Dept of Public Safety	Grant Number:	unk
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Road - Suite 10 Carson City, Nevada 89706		
Telephone #:	775-687-3700-6		

Grant Title:	Narcotics Prevention and Enforcement	Grant Number:	13-JAG-27
Grantee Name:	City of Reno Police Department	Award Amount:	\$35,000.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
State Granting Agency:	State of Nevada - Dept of Public Safety	Grant Number:	unk
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Road - Suite 10		

Carson City, Nevada
89706

Telephone #: 775-687-3700-6

Grant Title:	2013-2014 Pedestrian Safety Grant	Grant Number:	TS-2014-RPD-00106
Grantee Name:	City of Reno Police Department	Award Amount:	\$34,012.00
Grantee Type:	Local Government Agency		
Address:	455 E. 2nd St Reno, Nevada 89502		
Contact Person:	Michelle Gitmed	Telephone #:	775-334-2110
Contact Address:	P.O. Box 1900 Reno, Nevada 89505-1900		
State Granting Agency:	State of Nevada - Office of Traffic Safety	Grant Number:	unk
Contact Name:	Traci Pearl		
Contact Address:	555 Wright Way Carson City, Nevada 89711-0525		
Telephone #:	775-684-7470		

Policy Statement:

POLICY

It is the policy of the Reno Police Department to provide equal employment opportunities to all applicants for employment, and an environment for its employees free of harassment and discrimination in accordance with the laws of the United States and the State of Nevada. Said laws provide for equal treatment of all employees and citizens regardless of race, color, religion, age, national origin, ethnic group, gender, sexual orientation, disability, political affiliation, citizenship, membership in an employee association, or any other protected-class status applicable under federal, state, or local law, rule, regulation, Executive Order, or the City Charter. This policy does not preclude any employee or citizen from filing a complaint or grievance with an appropriate outside agency.

All employees have the right to work in an environment free of all forms of harassment and discrimination by employees, whether sworn civilian or volunteer, or other non-employees who conduct business with this agency. The Reno Police Department considers harassment and discrimination of others serious employee misconduct.

Step 4b: Narrative Underutilization Analysis

The Reno Police Department reviewed the Utilization Analysis and noted the following areas of under-representation:

- 1) White females were under-represented in the following job category: Protective Services: Sworn-Patrol (-16%)
- 2) Hispanic females were under-represented in the following job category: Protective Services: Sworn-Patrol (-14%)
- 3) Hispanic males were under-represented in the following job category: Protective Services: Sworn-Patrol (-12%)
- 4) White males were under-represented in the following job category: Administrative Support (-21%)

The Reno Police Department encourages application for all positions from all races and genders to fill its available positions with the best people in the area. Sworn positions have continued to be cut for cost saving purposes so filling positions with new people has been limited. Administrative support positions in the police department are primarily secretarial and records functions and do not have a high rate of turnover. However when jobs are posted, females make up 95% of all applicants.

Step 5 & 6: Objectives and Steps

1. 1. To encourage White females to apply for vacancies in the Protective Services-Sworn job category

- a. The City of Reno, Human Resources, seeks to hire, retain, and promote highly qualified applicants with appropriate representation of protected class members including women, ethnic minorities (Black, Hispanic, Asian/Pacific Islander, American Indian), Vietnam-era veterans, disabled veterans and persons with a disability, and to assure that there is no discrimination because of age or sexual orientation. Equal opportunity and affirmative action hiring goals are specified by federal Executive Orders 11246 and 11375.
- b. The City of Reno and the Reno Police Department have been dealing with severe budget cutbacks over the last three years. At this time the Reno Police Department has 86 sworn positions frozen and 49 civilian positions frozen
- c. We continue our recruiting efforts and the target publications/websites we used for this activity include: Womenandpolicing.org and Feminist.org

2. 2. To encourage Hispanic females to apply for vacancies in the Protective Services - Sworn job category

- a. The City of Reno and the Reno Police Department have been dealing with severe budget cutbacks over the last three years. At this time the Reno Police Department has 86 sworn positions frozen and 49 civilian positions frozen.
- b. The City of Reno, Human Resources, seeks to hire, retain, and promote highly qualified applicants with appropriate representation of protected class members including women, ethnic minorities (Black, Hispanic, Asian/Pacific Islander, American Indian), Vietnam-era veterans, disabled veterans and persons with a disability, and to assure that there is no discrimination because of age or sexual orientation. Equal opportunity and affirmative action hiring goals are specified by federal Executive Orders 11246 and 11375
- c. We continue our recruiting efforts and the target publications/websites we used for this activity include: Womenandpolicing.org, Feminist.org1),TGMG-The Global Media Group-consisted of posting in the following newspapers El Observador (Focused on Hispanics)and El Mundo (Focused on Hispanics)

3. 3. To encourage Hispanic males to apply for vacancies in the Protective Services - Sworn job category

- a. The City of Reno and the Reno Police Department have been dealing with severe budget cutbacks over the last three years. At this time the Reno Police Department has 86 sworn positions frozen and 49 civilian positions frozen.
- b. The City of Reno, Human Resources, seeks to hire, retain, and promote highly qualified applicants with appropriate representation of protected class members including women, ethnic minorities (Black, Hispanic, Asian/Pacific Islander, American Indian), Vietnam-era veterans, disabled veterans and persons with a disability, and to assure that there is no discrimination because of age or sexual orientation. Equal opportunity and affirmative action hiring goals are specified by federal Executive Orders 11246 and 11375
- c. We continue our recruiting efforts and the target publications/websites we used for this activity include: TGMG-The Global Media Group-consisted of posting in the following newspapers El Observador (Focused on Hispanics)and

4. 4. To encourage White males to apply for vacancies in the Administrative Support job category

- a. Recently we recruited for a part-time transcriber position and hired a male transcriber for the position. Unfortunately, this is a stepping stone position and he left us to pursue a full time law enforcement position. It is the policy of the Reno Police Department to choose the best candidate for the position regardless of gender, race or any other protected classification.
- b. The City of Reno, Human Resources, seeks to hire, retain, and promote highly qualified applicants with appropriate representation of protected class members including women, ethnic minorities (Black, Hispanic, Asian/Pacific Islander, American Indian), Vietnam-era veterans, disabled veterans and persons with a disability, and to assure that there is no discrimination because of age or sexual orientation. Equal opportunity and affirmative action hiring goals are specified by federal Executive Orders 11246 and 11375.
- c. The City of Reno and the Reno Police Department have been dealing with severe budget cutbacks over the last three years. At this time the Reno Police Department has 86 sworn positions frozen and 49 civilian positions frozen.

Step 7a: Internal Dissemination

1. The Reno Police Department will post the EEOP Short Form on the Police Department website and note it on our Facebook page.
2. Reno Police Department employees are given a copy of the RPD General Order on Discrimination and Sexual Harassment at every annual evaluation, it is discussed with their supervisor and each employee has to sign that they understand the policy and have reviewed the policy.
3. All new employees are provided a copy of the RPD General Order on Discrimination and Sexual Harassment and City of Reno's Management Policy and Procedure #603: Equal Employment Opportunity and Non Discrimination and #607: Prohibited Discrimination, Harassment and Retaliation Policy.
4. The Reno Police Department provides on going training to supervisors and staff in relation to keeping the working environment discrimination and harassment free.

Step 7b: External Dissemination

1. The Reno Police Department will post the EEOP Short Form on the Department website and Facebook page.
2. All applicants, vendors and contractors will be notified of the Reno Police Department's policy on discrimination and sexual harassment

Utilization Analysis Chart Relevant Labor Market: Washoe County, Nevada

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
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,260/49 %	1,070/4%	315/1%	120/0%	590/2%	20/0%	140/1%	20/0%	8,405/34 %	1,285/5%	75/0%	90/0%	405/2%	30/0%	114/0%	0/0%
Utilization #/%																
Professionals																
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 #/%	12,595/38 %	950/3%	205/1%	85/0%	945/3%	10/0%	130/0%	65/0%	15,250/46 %	1,020/3%	175/1%	165/0%	1,170/4%	130/0%	175/1%	85/0%
Utilization #/%	62%	-3%	-1%	-0%	-3%	-0%	-0%	-0%	-46%	-3%	-1%	-0%	-4%	-0%	-1%	-0%
Technicians																
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 #/%	2,030/40 %	135/3%	70/1%	85/2%	150/3%	25/0%	55/1%	0/0%	1,870/37 %	220/4%	70/1%	30/1%	250/5%	20/0%	15/0%	10/0%
Utilization #/%	60%	-3%	-1%	-2%	-3%	-0%	-1%	0%	-37%	-4%	-1%	-1%	-5%	-0%	-0%	-0%
Protective Services:																
Sworn-Officials																
Workforce #/%	37/71%	5/10%	1/2%	1/2%	3/6%	0/0%	0/0%	0/0%	4/8%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,280/72 %	290/6%	60/1%	4/0%	125/3%	35/1%	124/3%	15/0%	480/11%	90/2%	0/0%	10/0%	15/0%	20/0%	15/0%	0/0%
Utilization #/%	-1%	3%	1%	2%	3%	-1%	-3%	-0%	-3%	-0%	0%	-0%	-0%	-0%	-0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	194/81%	14/6%	3/1%	4/2%	4/2%	0/0%	3/1%	0/0%	18/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,545/32 %	3,065/18 %	440/3%	265/2%	350/2%	50/0%	185/1%	125/1%	3,945/23 %	2,335/14 %	140/1%	225/1%	160/1%	69/0%	134/1%	34/0%
Utilization #/%	48%	-12%	-1%	0%	-0%	-0%	0%	-1%	-16%	-14%	-1%	-1%	-1%	-0%	-1%	-0%
Protective Services: Non-Sworn																

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 #/%	4/40%	1/10%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	2/20%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	155/42%	35/10%	0/0%	10/3%	0/0%	0/0%	0/0%	0/0%	150/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%
Utilization #/%	-2%	0%	0%	-3%	10%	0%	0%	0%	-21%	20%	0%	0%	0%	0%	0%	-4%
Administrative Support																
Workforce #/%	4/9%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	33/70%	7/15%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	16,930/29%	2,595/4%	535/1%	235/0%	940/2%	70/0%	155/0%	145/0%	27,625/48%	5,510/9%	555/1%	450/1%	1,520/3%	105/0%	395/1%	310/1%
Utilization #/%	-21%	-4%	-1%	-0%	1%	-0%	-0%	-0%	23%	5%	-1%	1%	-0%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,690/62%	5,295/28%	115/1%	260/1%	330/2%	55/0%	215/1%	125/1%	485/3%	210/1%	30/0%	30/0%	10/0%	0/0%	10/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,995/32%	11,930/20%	905/2%	300/1%	2,115/4%	210/0%	350/1%	195/0%	13,550/23%	7,330/12%	545/1%	410/1%	2,380/4%	170/0%	340/1%	175/0%
Utilization #/%	-32%	-20%	-2%	-1%	-4%	-0%	-1%	-0%	77%	-12%	-1%	-1%	-4%	-0%	-1%	-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
Protective Services: Sworn-Patrol Officers		✓							✓	✓						
Administrative Support	✓															

Law Enforcement Category Rank Chart

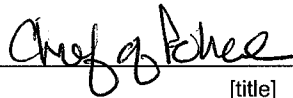
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Chief																
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%
Deputy Chief of Police																
Workforce #/%	1/50%	1/50%	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%
Sergeant																
Workforce #/%	28/76%	3/8%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	2/5%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	7/58%	1/8%	0/0%	0/17%	2/17%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	194/81%	14/6%	3/1%	4/2%	4/2%	0/0%	3/1%	0/0%	18/8%	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 EEOP Utilization Report.

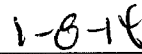
I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]



[title]



[date]



EEOP Utilization Report

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Congratulations, you have completed the EEOP Utilization Report!

For the EEOP Utilization Report to be valid, a responsible official in your organization, defined as someone who has the authority to implement your Equal Opportunity Program (per 28 CFR 42.304), must sign and date it. Based on the information you already entered about your organization, the applicable federal regulations require you to keep the EEOP Utilization Report on file. You are also obliged to make it available to the Office for Civil Rights (OCR) on request. However, at this time, you do not have to send the EEOP Utilization Report to the OCR for review. To claim the exemption from the EEOP submission requirement, you must complete Section B of the Certification Form and send an endorsed copy to the OCR. To fill in and download a copy of the Certification Form, [click here](#).



To open, review and print your complete EEOP Utilization Report click here.

If you have any questions regarding the submission process contact OCR by telephone at (202) 307-0690 or by email at EEOPForms@usdoj.gov.