

# EEOP Short Form



City of Newport News  
Newport News Police Department  
Newport News, Virginia  
August, 2010

**Step 1: Introductory Information**

**Grant Title:** BJA FY 10 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation  
**Grant Number:** 2010-DJ-BX-0899  
**Award Amount:** \$229,486

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605  
**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Dustin Koonce  
**DOJ Telephone #:** (202)616-7363

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**Grant Title:** ARRA PSGP  
**Grant Number:** 2009-PU-R1-0335  
**Award Amount:** \$925,900

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605  
**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Alex Berberian  
**DOJ Telephone #:** (202)786-9474

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**Grant Title:** BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation  
**Grant Number:** 2009-DJ-BX-1148  
**Award Amount:** \$252,942

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605  
**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Dustin Koonce  
**DOJ Telephone #:** (202)616-7363

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**Grant Title:** BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation  
**Grant Number:** 2009-SB-B9-1805  
**Award Amount:** \$1,039,801

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605

**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Dustin Koonce  
**DOJ Telephone #:** (202)616-7363

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**Grant Title:** BJA FY 08 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation  
**Grant Number:** 2008-DJ-BX0713  
**Award Amount:** \$80,463

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605

**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Dustin Koonce  
**DOJ Telephone # :** (202)616-7363

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**Grant Title:** 2007 Justice Assistance Grant Program  
**Grant Number:** 2007-DJ-BX-0635  
**Award Amount:** \$237,662

**Grantee Name:** City of Newport News  
**Grantee Type:** Local Government Agency  
**Address:** 2400 Washington Avenue  
Newport News, Virginia  
23607

**Contact Person:** Lillian Taylor  
**Contact Address:** 9710 Jefferson Avenue  
Newport News, Virginia  
23605

**Telephone #:** (757)928-4377

**DOJ Grant Manager:** Dustin Koonce  
**DOJ Telephone # :** (202)616-7363

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**Policy Statement:**

The Affirmative Action Policy for the City of Newport News states:

*It is the policy of the City of Newport News to maintain and promote equal employment opportunities for all employees and applicants for employment without regard to race, color, national origin, sex, age, ethnicity, religion, political affiliation, disability or other non-job related factors(s). This policy applies to all aspects of employment practices, including but not limited to, demotion, layoff, termination, training and any other personnel action.*

*Special affirmative actions shall be taken to ensure that any discriminatory practices that impede equal employment opportunity within the City government are identified and eliminated. Such discriminatory practices shall be changed in order to provide all persons with the opportunity to compete equally for jobs and promotions on the basis of ability and qualifications. Affirmative action efforts shall also be directed toward aggressive recruitment of minorities, women and individuals with disabilities with the goal of having a workforce that is representative of the relevant labor market area.*

*Equal employment opportunity is a legal, social and economic necessity for the City of Newport News. Successful performance in the area of affirmative action will reinforce merit employment concepts and provide positive benefits to the City through fuller utilization and development of its human resources.*

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

### **City-Wide**

#### **Police Department Specific**

The Newport News police Department (NNPD) has a slightly lower percentage of Black males in Administrative Support (-5%) and White females in Officials/Administrators (-3%) than their representation in the community workforce.

Categories of underutilization of >5% for the NNPD: Black Females are the most significantly under-represented compared to the community workforce including: Officials/Administrators (-9%), Professionals (-8%), Technicians (-15%), and Sworn (-5%). Black males are under-represented in Sworn (-6%) and Protective Services Non-sworn (-11%). White females are underutilized in Professional (-17%) and Technician (-14%): White males are underutilized in Administrative support (-13%) and in Para-Professional (-14%).

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

### **City-Wide**

#### **Police Department Specific**

1. Increase representations of Black females in Officials/Administrators, Professionals, Technicians and Sworn.
2. Increase representation of Black males in Protective Services: Sworn and Non-Sworn.
3. Increase representation of White females in Professional and Technical categories.
4. Increase representation of White males in Administrative Support and Para-professional.

Based on the Vacancies that occur, the following steps will be utilized to achieve the objectives above.

## Steps to Achieve Objectives:

- ❖ The phrase “Equal Opportunity Employer” (or variations thereof) is included in all recruitment literature and on the City’s and Police Department’s websites.
- ❖ Recruitment literature for the Police Department is reviewed annually to ensure it reflects diversity.
- ❖ The Police Department’s Recruiting Unit utilizes minority publications, community groups/organizations, and media to publicize employment opportunities.
- ❖ Recruiters attend college career fairs and provide information about the hiring and background process. Students are provided with a direct link to NNPD website to submit applications prior to test dates.
- ❖ The NNPD has developed an internship program for students in their final year of an Associates or Bachelors as a learning experience for future employment.
- ❖ The Police Department recruits heavily at military bases for outgoing military personnel for filling vacancies. Recruiters attend job fairs; recruiting material is supplied to the military bases for their out-processing units.
- ❖ The Police Department participates in job fairs and recruitment at local high schools, minority colleges/universities and technical schools.
- ❖ On-going recruiting efforts are emphasized with minority professional organizations and faith-based organizations.
- ❖ Job selection procedures are reviewed on an on-going basis to ensure fair and unbiased entry-level placement opportunities.
- ❖ Promotional testing and exercises are reviewed to ensure fair and equitable testing for all candidates.
- ❖ Job descriptions for the entire City are reviewed (complete review in 2010) to ensure minimum requirements are set on the basis of the knowledge, skills, competencies, and abilities necessary to perform the job.
- ❖ City training classes are offered which cover EEO, Sexual Harassment and Diversity. These classes are open to all employees with an emphasis on supervisors and managers.
- ❖ EEO, Sexual Harassment and Diversity training is provided as part of new employee orientation; orientations are held twice per month and for new hires.
- ❖ The Chief of Police and Human Resources conduct exit interviews of employees.
- ❖ A 20-minute recruiting video has been created and placed on the NNPD website.
- ❖ Recruiting CDs are distributed at Career Fairs and community events.
- ❖ All recruiting literature is reviewed to reflect the diversity of our department.
- ❖ Recruiting brochures have been produced in Spanish, Korean and Vietnamese, in addition to English.
- ❖ Current employees who successfully recruit a new employee are given a letter of appreciation from the Chief of Police
- ❖ An Auxiliary Recruiting Team is utilized at recruiting fairs.

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**Step 7a: Internal Dissemination****City Wide****Police Department****Internal dissemination of the NNPd EEO Plan has been made available as follows:**

- ❖ E-mail send to all NNPd employees to advise them that the form is available on the NNPd website
- ❖ Copy placed on the NNPd website
- ❖ Copy placed in the Recruiting Office
- ❖ Copy available at Human Resources

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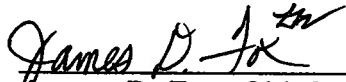
**Step 7b: External Dissemination****City Wide****Police Department Specific**

- ❖ Post a copy of the EEOP Short Form on the NNPd public website.
- ❖ Distribute a copy to local public libraries for display.
- ❖ Notify City Purchasing that a copy of the EEOP Short Form is available on request.

Certification

We understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, nation origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

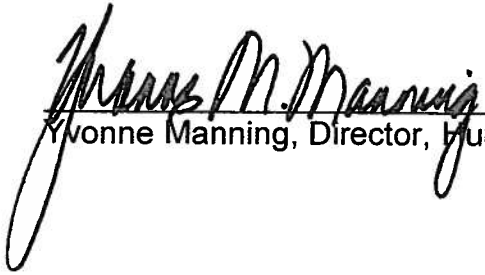
We have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and the employment policies of the City of Newport News and of the Newport News Police Department.



James D. Fox, Chief of Police

10/21/10

Date



Yvonne Manning, Director, Human Resources

10/12/10

Date

Utilization Analysis Chart - Newport News Police Department  
 Relevant Labor Market: Norfolk, Virginia Beach, Newport News  
 As of 8-1-2010

| Job Categories                    | Male  |                    |                           |                                  |  |                   | Female |                    |                           |                                  |   |                   | Total |
|-----------------------------------|-------|--------------------|---------------------------|----------------------------------|--|-------------------|--------|--------------------|---------------------------|----------------------------------|---|-------------------|-------|
|                                   | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian, Native Hawaiian or Other Pacific Islander | Two or More Races | White  | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian, Native Hawaiian or Other Pacific Islanders | Two or More Races |       |
| <b>Officials/Administrators</b>   |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 4     | 57%                | 0                         | 0                                | 0  | 0                 | 2      | 29%                | 0                         | 0                                | 0   | 0                 | 7     |
| CLS #%                            | 43665 | 45%                | 7055                      | 115                              | 1305   | 645               | 30825  | 32%                | 8985                      | 180                              | 1250  | 610               | 9661  |
| Utilization #%                    |       | 12%                | -1%                       | -0.1%                            | -1%  | -1%               |        | -3%                | -9%                       | -0.2%                            | -1%   | -1%               | -1%   |
| <b>Professionals</b>              |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 24    | 60%                | 2                         | 0                                | 1  | 0                 | 9      | 23%                | 2                         | 0                                | 0   | 0                 | 40    |
| CLS #%                            | 44925 | 34%                | 1185                      | 170                              | 2130   | 960               | 52940  | 40%                | 17435                     | 205                              | 2415  | 960               | 1325  |
| Utilization #%                    |       | 26%                | 4%                        | -0.1%                            | 1%   | -1%               |        | -17%               | -8%                       | -0.2%                            | -2%   | -1%               | -1%   |
| <b>Technicians</b>                |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 42    | 65%                | 6                         | 0                                | 1  | 0                 | 12     | 18%                | 2                         | 0                                | 0   | 0                 | 65    |
| CLS #%                            | 6925  | 34%                | 1665                      | 45                               | 375  | 55                | 6540   | 32%                | 3590                      | 55                               | 429   | 219               | 2027  |
| Utilization #%                    |       | 30%                | 1%                        | -0.2%                            | 0%   | 0%                |        | -14%               | -15%                      | -0.3%                            | -2%   | -1%               | 0     |
| <b>Protective Services: Sworn</b> |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 209   | 60%                | 15                        | 0                                | 13   | 0                 | 42     | 12%                | 14                        | 0                                | 0   | 0                 | 35    |
| CLS #%                            | 9210  | 56%                | 3470                      | 65                               | 205  | 220               | 1395   | 8%                 | 1490                      | 4                                | 20  | 50                | 1647  |
| Utilization #%                    |       | 4%                 | -6%                       | -0.4%                            | 2%   | -1%               |        | 4%                 | -5%                       | 0.02%                            | -0.1%   | -0.3%             |       |
| <b>Para-Professional*</b>         |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 7     | 22%                | 0                         | 0                                | 0  | 0                 | 14     | 44%                | 11                        | 0                                | 0   | 0                 | 32    |
| CLS #%                            | 315   | 36%                | 95                        | 0                                | 4  | 14                | 305    | 35%                | 120                       | 0                                | 0   | 10                | 877   |
| Utilization #%                    |       | -14%               | -11%                      | 0%                               | -0.5%  | -2%               |        | 9%                 | 21%                       | 0%                               | 0%  | -1%               | 0     |
| <b>Administrative Support</b>     |       |                    |                           |                                  |  |                   |        |                    |                           |                                  |   |                   |       |
| Workforce #%                      | 4     | 5%                 | 2                         | 0                                | 0  | 0                 | 49     | 60%                | 24                        | 0                                | 2   | 0                 | 81    |
| CLS #%                            | 32975 | 18%                | 14535                     | 130                              | 1520   | 955               | 85200  | 46%                | 42935                     | 620                              | 430   | 2615              | 18677 |
| Utilization #%                    |       | -13%               | -5%                       | -0.1%                            | -1%  | -1%               |        | 15%                | 7%                        | -0.3%                            | 2%  | -1%               |       |

\*Para-Professional is EEO Category used by Newport News

\*\*Protective Services: Non-Sworn is category used by Census