

EEO Utilization Report

Organization Information

Name: City Of Reno Police Department

City: Reno

State: NV

Zip: 89505

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

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. These 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.

Following File has been uploaded:GO E-270-04 Discrimination or Harrassment.pdf

Step 4b: Narrative of Interpretation

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 (-34%). In the 2017 report this was -15%.
- 2) Hispanic females were under-represented in the following job category: Protective Services: Sworn - Patrol (-5%). In the 2017 report this was -13%.
- 3) Hispanic males were under-represented in the following job category: Protective Services: Sworn - Patrol (-4%). In the 2017 report this was -8%.
- 4) White males were under-represented in the following job category: Administrative Support (-29%). In the 2017 report this was -19%.
- 5) White males were under-represented in the following job category: Nonsworn Protective Services (-28%)

The Reno Police Department is committed to engaging a diverse applicant pool to support the departments goal of creating a well-qualified workforce reflective of the community it serves.

Females are underrepresented in sworn roles. The Police Recruit Positions, however, show an increased representation of women. Of our seven police recruits, four are female; of these one is Asian, one Hispanic, and two Caucasian.

It is important to note that the categorization of nonsworn positions changed significantly because of two factors: the elimination of the category of paraprofessionals and RPDs attempt to align its use of EEO categories with those of the Human Resources Department at the City of Reno. According, Administrative Services is comprised of the following job titles: Intern, Office Assistant, Management Assistant, and Secretary. These positions have a very low turnover, and the applicant pool is disproportionately female.

The Nonsworn Protective Services category is now made of positions that were historically female dominated, but has an increasing number of men hired in the last two years.

Step 5: Objectives and Steps

1. Increase the representation of male employees in administrative support positions.

- 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. RPD participates in job fairs in the local area, Las Vegas and Northern California.
- c. The Reno Police Department is implementing a front desk model that provides enhanced customer service to our citizens which includes report taking, initial problem solving and case review. This model attracted more male applicants.
- d. The Citys social media following is representative of the demographics of the City as a whole. As a result, RPD has used its social media pages (Facebook, Twitter and Instagram) in its efforts to recruit a diverse workforce. This includes both showcasing RPD via social media to attract potential employees and posting of specific recruitment events and paid advertising for recruitment events. RPD is using its Spanish language Facebook and Website to advertise its recruitment efforts.

2. Increase the diversity of the applicant pool.

- a. Enhance positive interactions with communities of color starting at the grade school level by partnering with 360 Blueprint, a local mentoring program serving low-income communities.
The 360 Blueprint program has a vision to support Washoe County public school youth and their families. Its approach is practical; the use of people in our community in a diverse collaboration of agencies, organizations and public school partnerships, supported by law enforcement to effect positive social change in the communities we serve. Washoe County public schools serve as the primary referring vehicle for the delivery of social services to help those in need, by partnering with the community agencies and organizations to address a myriad of complex issues. For more information, see: www.360blueprint.org.
- b. Use the diverse social media following to publicize recruitment events for sworn personnel including "Run with a Recruiter" events and Applicant Information Session events.
- c. Run with a Recruiter events provide applicants with the opportunity to practice for the physical conditioning exam while getting information on the recruitment, application and testing process as a whole. This event is designed to assist those potential applicants who may be concerned about the physical demands of the application process and position.
- d. Continue to hold Applicant Information Sessions at the Regional Training Center. These are two-hour sessions held every two weeks for twelve weeks. Each session will have a presentation that includes:
 - a. What is expected of each application
 - b. What to expect during the physical and written test
 - c. What is a polygraph exam, and how Reno PD uses it
 - d. What does a backgrounds investigation entail, and how to prepare for it
 - e. What other processes are involved in hiring an Officer
 - f. How long does all this take

This information is particularly useful for individuals who may not have informal connections to police officers or the department. Following the presentation, applicants have the opportunity to meet and speak individually with each of these employees, including:

Recruiter
Polygraph Examiner
Backgrounds Investigator
Civil Service Representative
Academy Staff

- e. Continue to provide online applications that include only a brief background questionnaire to ensure the RPD/State hiring criteria are clear, but does not dissuade applicants. Anyone is welcome to apply regardless of previous background issues. Background investigations are conducted later in the application process.
- f. Encourage all applicants to contact the CSC or RPD recruitment staff regarding any questions about becoming a Police Officer.
- g. Hold same day testing for both physical conditioning and written exams so applicants do not miss more than one day of work. This lessens the economic cost of applying.
- h. Continue to utilize the Darany Entry Level Police Officer Exam (DELOPE). The DELPOE is based upon substantial job analysis that provides content validation support for use of the test. The job analysis sample upon which the test is based is extremely large and diverse, but more importantly, confirmatory analysis was conducted in Reno. Thus, the RPD has local job content documentation to support its use of the test. This exam meets or exceeds the standards established by the 80 percent rule to determine adverse impact against a protected category. Darany and Associates confirms that DELPOE has substantially less adverse impact on protected class applicants than tests composed solely of cognitive components (i.e. without biodata). The 80 percent rule of analysis of the DELPOE assumes a passing score of 70. Under this condition, research indicated that the DELPOE produced no 80 percent rule violations.
- i. Utilize the closing working relations between RPD and the University of Nevada Reno Criminal Justice and Justice Management programs as a source for well-qualified applicants:
<http://www.unr.edu/criminal-justice>
<http://www.unr.edu/justicemanagement/>

Step 6: Internal Dissemination

- 1) The Reno Police Department will post the EEO Utilization Report 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 ongoing training to supervisors and staff in relation to keeping the working environment discrimination and harassment free.
- 5) Email is sent to all PD employees that EEO Utilization Report is available.
- 6) Placing a copy of the EEO Utilization Report in the RPD J drive in the Grants location
- 7) Copy of EEO Utilization Report is available in Payroll office at PD.
- 8) Copy of EEO Utilization Report is posted in Employee breakroom.

Step 7: External Dissemination

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1. The Reno Police Department will post the EEO Utilization Report 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.
3. Copies of EEO Utilization Report will be at the Police Department front desk so it can be provided to the members of the public.
4. Copy of the EEO Utilization Report will be sent to the University of Nevada, Reno Criminal Justice program library.
5. Copies of EEO Utilization Report and Reno Police Department's policy on discrimination and sexual harassment will be available at recruiting events.

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 #/%	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 #/%	12,260/49%	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 #/%	51%	-4%	-1%	-0%	-2%	-0%	-1%	-0%	-34%	-5%	-0%	-0%	-2%	-0%	-0%	0%
Professionals																
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 #/%	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 #/%	-38%	-3%	-1%	-0%	-3%	-0%	-0%	-0%	54%	-3%	-1%	-0%	-4%	-0%	-1%	-0%
Technicians																
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 #/%	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 #/%	-40%	-3%	-1%	-2%	-3%	-0%	-1%	0%	63%	-4%	-1%	-1%	-5%	-0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	47/73%	7/11%	1/2%	0/0%	2/3%	0/0%	1/2%	0/0%	3/5%	2/3%	0/0%	0/0%	1/2%	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 #/%	2%	5%	0%	-0%	0%	-1%	-1%	-0%	-6%	1%	0%	-0%	1%	-0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	199/77%	23/9%	3/1%	2/1%	6/2%	1/0%	3/1%	0/0%	18/7%	3/1%	1/0%	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 #/%	44%	-9%	-1%	-1%	0%	0%	0%	-1%	-16%	-13%	-0%	-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 #/%	8/14%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	34/61%	12/21%	0/0%	0/0%	1/2%	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 #/%	-28%	-10%	0%	-3%	0%	0%	2%	0%	20%	21%	0%	0%	2%	0%	0%	-4%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/80%	2/13%	0/0%	0/0%	1/7%	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 #/%	-29%	-4%	-1%	-0%	-2%	-0%	-0%	-0%	32%	4%	-1%	-1%	4%	-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 #/%	1/50%	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%	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 #/%	18%	-20%	-2%	-1%	-4%	-0%	49%	-0%	-23%	-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		✓							✓	✓						
Protective Services: Non-sworn	✓	✓														

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
Deputy Chief																
Workforce #/%	0/0%	1/50%	0/0%	0/50%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Lieutenant																
Workforce #/%	9/69%	2/15%	1/8%	0/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Officer Recruit																
Workforce #/%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	2/20%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%
Police Sergeant																
Workforce #/%	33/85%	4/10%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	199/77%	23/9%	3/1%	2/2%	6/2%	1/0%	3/1%	0/0%	18/7%	3/1%	1/0%	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: Bridget Rincolini Administrative Services Manager 09-26-2019
B. Rincolini Admin Svcs mgr
[signature] [title] [date]