

# City of Westminster



EEOP Short Form  
Department of Justice  
Office of Justice Programs

# EEOP Utilization Report



Thu Oct 20 08:32:13 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Violence Against Women Formula	<b>Grant Number:</b>	VAWA-2016-0062
<b>Grantee Name:</b>	City of Westminster	<b>Award Amount:</b>	\$25,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	56 West Main Street Westminster, Maryland 21157		
<b>Contact Person:</b>	Thomas Ledwell	<b>Telephone #:</b>	410-848-4647
<b>Contact Address:</b>	36 Locust Street Westminster, Maryland 21157		
<b>State Granting Agency:</b>	State of Maryland	<b>Grant Number:</b>	VAWA-2016-0062
<b>Contact Name:</b>	Angela R. Carpintieri		
<b>Contact Address:</b>	100 Community Place, 1st Floor Crownsville, Maryland 21032		
<b>Telephone #:</b>	410-697-9338		

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<b>Grant Title:</b>	Bullet Proof Vest Partnership	<b>Grant Number:</b>	Unknown
<b>Grantee Name:</b>	City of Westminster	<b>Award Amount:</b>	\$4,117.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	56 West Main Street Westminster, Maryland 21157		
<b>Contact Person:</b>	Thomas Ledwell	<b>Telephone #:</b>	410-848-4647
<b>Contact Address:</b>	36 Locust Street Westminster, Maryland 21157		
<b>DOJ Grant Manager:</b>	Unknown	<b>DOJ Telephone #:</b>	877-758-3787

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### Policy Statement:

The City of Westminster firmly commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. If you feel that you have been treated unfairly or in a discriminatory manner, you should promptly contact the City Administrator.

## Step 4b: Narrative Underutilization Analysis

The City of Westminster Human Resources Office made the following observations in reviewing the Utilization Analysis Chart: 1. Given the small number of positions in the job categories of Officials/Administrators (13), Professionals (6), Technicians (7), and Protective Services: Non-Sworn (7), it is difficult to interpret the level of underrepresentation in each job category as significant in relation to the relevant community labor market. 2. Although not identified as significant underutilizations, it is noted that the Utilization Analysis Chart indicates an underrepresentation in three job categories: Protective Services: Sworn-Officials for Black/African American Males (-11%) and for Black/African American Females (-6%), and Protective Services: Sworn-Patrol Officers for White Females (-24%).

In keeping with the City of Westminster's commitment to having a workforce that reflects the community it serves, as positions become available, the City will continue to examine its recruitment and retention practices to determine if there may be ways to attract applicants in job categories that indicate an underrepresentation.

## Step 5 & 6: Objectives and Steps

**1. It is the objective of the City of Westminster to encourage Black/African American Males, and White and Black/African American Females to apply for Protective Services: Sworn-Patrol Officer positions as well as the Protective Services: Sworn-Official positions when openings are available in each of these job categories.**

- a. As Protective Services: Sworn Patrol Officers recruitment campaigns are launched, the City of Westminster Human Resources Office will look for other available possible advertising and recruitment methods, including community and targeted resources that could assist in reaching applicants. If it is financially feasible to utilize found resources, they will be included in the list of advertising media.
- b. The City of Westminster Human Resources Office will review available data from successful recruitments to identify how applicants in the underrepresented categories learned of the advertised vacancies to determine the best methods for recruitment efforts in the future.
- c. The City of Westminster Police Department will review hiring processes for protective services sworn positions to insure that there are no unrecognized barriers that could deter or screen out qualified Black/African American Male, and qualified White and Black/African American Female applicants.
- d. The City of Westminster Police Department will meet with Black/African American Male and White and Black/African American Female employees voluntarily leaving protective services sworn positions to determine if there were any unrecognized situations that could affect the employment and retention of employees in the underrepresented categories.
- e. The City of Westminster Police Department will utilize a validated written job-related supervisor testing process for promotional opportunities for the ranks of sergeant and lieutenant.

## Step 7a: Internal Dissemination

- 1) Distribute a hard copy of the EEOP to all employees in a supervisory position.
- 2) Distribute an email or hard-copy notification (for employees who do not have a City of Westminster email address) to all employees to make them aware that a copy of the EEOP Short Form is available from the Human Resources Office upon request.
- 3) Post a notice on all employee bulletin boards that the EEOP Short Form is available from the Human Resources Office upon request.
- 4) Have a bound copy available for review in the Human Resources Office.

## Step 7b: External Dissemination

- 1) Post a copy of the EEOP Short Form on the City of Westminster's public website on the Human Resources page.
- 2) Include on all job announcements for COWPD positions that applicants may obtain a copy of the COWPD EEOP Short Form from the Human Resources office upon request.
- 3) Include a notice on all COWPD Request for proposals (RFP) that a copy of the COWPD EEOP Short Form is available

from the Human Resources Office upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Carroll County, Maryland**

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 #/%	8/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,835/58%	39/1%	80/1%	0/0%	40/1%	0/0%	15/0%	0/0%	2,385/36%	60/1%	115/2%	20/0%	0/0%	0/0%	15/0%	10/0%
Utilization #/%	4%	-1%	-1%	0%	-1%	0%	-0%	0%	2%	-1%	-2%	-0%	0%	0%	-0%	-0%
<b>Professionals</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%
CLS #/%	2,975/30%	35/0%	365/4%	0/0%	130/1%	0/0%	10/0%	25/0%	5,725/58%	90/1%	260/3%	0/0%	130/1%	0/0%	49/1%	0/0%
Utilization #/%	70%	-0%	-4%	0%	-1%	0%	-0%	-0%	-58%	-1%	-3%	0%	-1%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	320/19%	0/0%	70/4%	0/0%	0/0%	0/0%	10/1%	0/0%	1,050/64%	40/2%	100/6%	0/0%	55/3%	0/0%	8/0%	0/0%
Utilization #/%	66%	0%	-4%	0%	0%	0%	-1%	0%	-49%	-2%	-6%	0%	-3%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	15/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/73%	0/0%	70/11%	0/0%	0/0%	0/0%	20/3%	0/0%	40/6%	0/0%	40/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	0%	-11%	0%	0%	0%	-3%	0%	10%	0%	-6%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	18/78%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,355/59%	95/2%	95/2%	0/0%	25/0%	0/0%	39/1%	20/0%	1,865/33%	65/1%	85/1%	0/0%	45/1%	0/0%	19/0%	15/0%
Utilization #/%	20%	3%	3%	0%	-0%	0%	-1%	-0%	-24%	-1%	3%	0%	-1%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/57%	0/0%	1/14%	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
CLS #/%	30/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/43%	0/0%	0/0%	0/0%	0/0%	0/0%	10/14%	0/0%
Utilization #/%	-14%	0%	0%	0%	0%	0%	0%	0%	14%	0%	14%	0%	0%	0%	-14%	0%
<b>Administrative Support</b>																
Workforce #/%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,355/29%	135/1%	130/1%	0/0%	145/1%	0/0%	55/0%	0/0%	9,395/63%	200/1%	450/3%	0/0%	75/0%	0/0%	39/0%	30/0%
Utilization #/%	-21%	-1%	-1%	0%	-1%	0%	-0%	0%	29%	-1%	-3%	0%	-0%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	50/96%	0/0%	2/4%	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 #/%	5,080/89%	285/5%	100/2%	10/0%	0/0%	0/0%	40/1%	0/0%	175/3%	4/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	-5%	2%	-0%	0%	0%	-1%	0%	-3%	-0%	-0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	43/88%	0/0%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	5,970/38%	830/5%	755/5%	0/0%	220/1%	0/0%	15/0%	50/0%	6,755/43%	310/2%	420/3%	0/0%	150/1%	0/0%	45/0%	30/0%
Utilization #/%	-32%	-5%	-5%	0%	-1%	0%	-0%	-0%	44%	-2%	1%	0%	1%	0%	-0%	-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
Service/Maintenance	✓															

**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>Major</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>Captain</b>																
Workforce #/%	1/50%	0/0%	0/0%	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%
<b>Lieutenant</b>																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	18/78%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%

