

EEOP Utilization Report



Fri Dec 16 15:34:29 EST 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2014UMWX0174
Grantee Name:	Paramus Police Department	Award Amount:	\$623,592.00
Grantee Type:	Local Government Agency		
Address:	1 Carlough Drive Paramus, New Jersey 07652		
Contact Person:	Chief Kenneth Ehrenberg	Telephone #:	201-262-3400
Contact Address:	1 Carlough Drive Paramus, New Jersey 07652		
DOJ Grant Manager:	Ronald L. Davis	DOJ Telephone #:	800-421-6770

Policy Statement:

The Borough of Paramus is an equal opportunity employer. This means we affirmatively prohibit discrimination and harassment of any type and we ensure that equal employment opportunities are afforded to all applicants and employees alike without regard to race, color, religion, sex (including pregnancy), gender, national origin, sexual orientation, domestic partnership status, civil union status, marital status, age, disability, genetic information, veteran status or any other protected class. We are committed to conforming to not just the letter but also the spirit of all applicable laws and regulations regarding equal employment for all.

Our policy of equal employment opportunity and anti-discrimination applies to all aspects of the application, on-boarding, hiring and employment relationship between the Borough of Paramus and its applicants and employees.

(remainder of policy is attached)

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Chief of Police for the Borough of Paramus made the following observations:

1. There is an under-utilization of male black and/or african american sworn officials and white female sworn patrol officers.
2. There is an under-utilization of female white administrative support personnel.

The Police Department has reviewed any possible barriers to attracting minorities and have reviewed its tests to ensure they are not having a disparate impact on the applicant pool. Despite this, it is noted that the Police Department does not receive applications for employment for sworn officer positions from many male black or female white applicants. Nonetheless it is committed to addressing this under representation in future recruitment efforts. In discussions with other Bergen County Police Chiefs, they experience the same problem while New York police departments seem to have an easier time. The under utilization is reflective of a geographical problem for New Jersey police departments state wide which explains the high percentages of under representations.

It is further noted that the administrative support positions are comprised of crossing guards and dispatcher positions. The Police Department does not receive many applications from white females for these positions. Most crossing guards applying for the position tend to be male retirees which explains the higher percentage of underrepresentation.

Step 5 & 6: Objectives and Steps

1. Attract, through targeting recruitment efforts, male black or african american sworn officials

- a. b. The Department reviews its retention and recruitment practices regularly to ensure there is no disparate or adverse impact of applicants and employees. This includes reviewing testing procedures, interview processes, the promotional process, and all criteria relied upon in selecting candidates for employment and promotion. The Department is committed to continue its practice of regularly reviewing these practices.
- b. The Paramus Police Department is committed to attracting a greater percentage of male black and/or African American applicants. The Paramus Police Department will present advertisements for openings directly to the Bergen County NAACP and other local chapters for direct distribution among their members. The Paramus Police Department will further present advertisements for openings directly to the National Organization of Black Law Enforcement Executives ("NOBLE"). The Paramus Police Department will be attending NOBLE's job fair on September 23, 2016 at Brookdale Community College in the hopes of speaking directly with potential job applicants. The Paramus Police Department also plans to work with NOBLE to create an additional job fair at Montclair State College. Lastly, the Paramus Police Department will be publicly posting all advertisements for open positions in local newspapers.

2. Attract, through targeted recruitment efforts, female sworn patrol officers and administrative support personnel

- a. b. The Department reviews its retention and recruitment practices regularly to ensure there is no disparate or adverse impact of applicants and employees. This includes reviewing testing procedures, interview processes, the promotional process, and all criteria relied upon in selecting candidates for employment and promotion. The Department is committed to continue its practice of regularly reviewing these practices.
- b. The Paramus Police Department will actively involve current female employees in the recruitment process to help encourage female workers to apply for positions. The Paramus Police Department will target women's organizations and job fairs, as well as attend female focused job fairs, in the hope of attracting and encouraging female talent to apply for these positions.

Step 7a: Internal Dissemination

The Paramus Police Department will email the EEOP Utilization Report to all police department employees in supervisory positions. The Utilization Report will also be maintained and stored on the police department's on-line document systems "Power DMS" where employees may access documents. A copy of the Utilization Report will also be made available by

the Chief of Police to any employee who requests a copy of same. All employees and vendors will be notified via email where they can locate the EEOP Utilization Report.

Step 7b: External Dissemination

The Utilization Report will be uploaded to and fully accessible on the Paramus Police Department's public website. The Paramus Police Department will also publish the report on all social media outlets maintained by the Police Department. All vendors and independent contractors will be notified of the existence of the report and where they may obtain a copy of the report. Furthermore, the general public may request a copy of the report from the Chief of Police and provided a copy upon request. The website and all social media outlets used by the Borough of Paramus Police Department will notify the general public where they can request a copy. Additionally, upon entering the Police Department, there will be a notification posted alerting visitors that a copy of the report can be obtained from the Chief of Police.

Utilization Analysis Chart
Relevant Labor Market: New Jersey

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 #/%	240,820/4 7%	23,750/5 %	18,195/4 %	235/0%	27,205/5 %	45/0%	1,510/0%	1,010/0%	145,190/2 8%	17,100/3 %	22,140/4 %	185/0%	14,530/3 %	75/0%	1,450/0%	995/0%
Utilization #/%																
Professionals																
Workforce #/%	9/100%	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 #/%	242,435/3 1%	22,400/3 %	26,210/3 %	120/0%	52,095/7 %	55/0%	1,830/0%	2,190/0%	306,305/3 9%	29,820/4 %	43,330/6 %	470/0%	46,160/6 %	130/0%	2,370/0%	2,290/0%
Utilization #/%	69%	-3%	-3%	-0%	-7%	-0%	-0%	-0%	-39%	-4%	-6%	-0%	-6%	-0%	-0%	-0%
Technicians																
Workforce #/%	15/94%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,380/29 %	5,020/5%	4,375/4%	40/0%	9,235/8%	4/0%	335/0%	325/0%	35,765/33 %	5,510/5%	10,215/9 %	150/0%	6,835/6%	50/0%	460/0%	235/0%
Utilization #/%	65%	-5%	-4%	-0%	-2%	-0%	-0%	-0%	-33%	-5%	-9%	-0%	-6%	-0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	35/90%	2/5%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	50,035/57 %	9,260/11 %	13,110/15 %	190/0%	1,175/1%	0/0%	640/1%	400/0%	5,450/6%	2,005/2%	5,205/6%	4/0%	275/0%	10/0%	135/0%	90/0%
Utilization #/%	33%	-5%	-15%	-0%	1%	0%	-1%	-0%	-4%	-2%	-6%	-0%	-0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	39/85%	4/9%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	105,270/3 1%	15,605/5 %	12,180/4 %	114/0%	28,960/8 %	40/0%	1,479/0%	925/0%	113,000/3 3%	20,240/6 %	16,660/5 %	165/0%	23,655/7 %	50/0%	1,780/1%	1,375/0%
Utilization #/%	54%	4%	-4%	-0%	-4%	-0%	-0%	-0%	-31%	-6%	-5%	-0%	-7%	-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 #/%	15/71%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	4/19%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,945/35%	430/4%	625/6%	0/0%	55/0%	0/0%	65/1%	30/0%	4,390/39%	640/6%	780/7%	0/0%	65/1%	0/0%	55/0%	35/0%
Utilization #/%	36%	-4%	-1%	0%	-0%	0%	-1%	-0%	-20%	-1%	-7%	0%	-1%	0%	-0%	-0%
Administrative Support																
Workforce #/%	33/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/27%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	271,005/25%	56,315/5%	43,490/4%	290/0%	31,420/3%	70/0%	2,670/0%	2,135/0%	461,810/42%	98,555/9%	92,280/8%	660/0%	35,765/3%	90/0%	4,175/0%	3,860/0%
Utilization #/%	44%	-5%	-4%	-0%	-3%	-0%	-0%	-0%	-15%	-7%	-6%	-0%	-3%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	187,485/6%	53,365/19%	19,570/7%	245/0%	6,945/2%	145/0%	1,530/1%	1,815/1%	7,410/3%	3,855/1%	2,010/1%	0/0%	1,435/1%	0/0%	40/0%	230/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	4/100%	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 #/%	259,335/26%	193,655/20%	77,650/8%	680/0%	30,405/3%	145/0%	3,200/0%	4,455/0%	187,130/19%	124,915/13%	69,055/7%	595/0%	24,875/3%	245/0%	2,360/0%	3,455/0%
Utilization #/%	74%	-20%	-8%	-0%	-3%	-0%	-0%	-0%	-19%	-13%	-7%	-0%	-3%	-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
Protective Services: Sworn-Officials			✓													
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																
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%
Captain																
Workforce #/%	3/100%	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%
Lieutenant																
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%
Sergeant																
Workforce #/%	9/82%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective																
Workforce #/%	15/88%	1/6%	0/0%	0/6%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	39/85%	4/9%	0/0%	0/4%	2/4%	0/0%	0/0%	0/0%	1/2%	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.

Certified As Final By: Kenneth R. Ehrenberg

Chief of Police

12-16-2016

[signature]

[title]

[date]