

# EEOP Utilization Report



Mon Jan 06 09:31:13 EST 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	National NICS Record Improvement	<b>Grant Number:</b>	2012-NS-BX-K004
<b>Grantee Name:</b>	Missouri State Highway Patrol	<b>Award Amount:</b>	\$1,204,247.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	1510 East Elm Steet Jefferson City, Missouri 65101		
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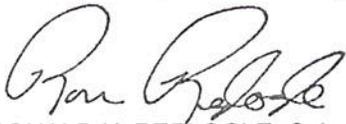
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### Policy Statement:

The Missouri State Highway Patrol is firmly committed to a policy of equal employment opportunity and nondiscrimination in public service. The Patrol will administer personnel policies and conduct employment practices in a manner that treats employees and qualified applicants on the basis of qualifications, experience, and other work-related criteria without regard to race, color, religion, sex, age, national origin, veteran status, or disability.

Equal opportunity will be provided in all personnel practices, such as recruitment, hiring, training, promotion, classification/compensation, transfer, demotion, termination, layoff, disciplinary action, benefits, and social or recreational programs. As the superintendent, I pledge my support to this policy. Each commander will be responsible for ensuring the proper administration of this policy. Management at every level must share the responsibility of promoting equal employment opportunities.

The means to achieve the Patrol's goals and objectives are outlined within the Equal Employment Opportunity Plan. The Patrol is committed to implementing good faith efforts to meet our objectives. The Equal Employment Opportunity Plan is made available to all employees of the Patrol via the Missouri State Highway Patrol internal Intranet and to the general public and potential employees via the Missouri State Highway Patrol Internet website. All complaints alleging discrimination shall be brought to the attention of the Equal Employment Opportunity Officer in the Human Resources Division, at telephone number (573) 526-6117.



RONALD K. REPLOGLE, Colonel  
Superintendent

## Step 4b: Narrative Underutilization Analysis

The job groups where underutilization exists are:

### Officials and Administrators

There is an underutilization of Hispanic Males (-1%), Black Males (-3%), Asian Males (-1%), Hispanic Females (-1%), Black Females (-3%), and Asian Females (-1%).

### Professionals

There is underutilization of Hispanics Males (-1%), Black Males (-1%), Asian Males (-2%), White Females (-1%), Hispanic Females (-1%), Black Females (-2%), and Asian Females (-1%).

### Technicians

There is an underutilization of Asian Males (-2%), White Females (-1%), and Black Females (-5%).

### Protective Service: Sworn Officials

There is underutilization of Black Males (-3%), Hispanic Males (-1%), two or more race males (-1%), Asian Males (-1%), White Females (-8%), and Black Females (-4%).

### Protective Service: Sworn Patrol Officers

There is an underutilization of Hispanic Males (-2%), Black Males (-5%), two or more race males (-1%), White Females (-25%), Hispanic Females (-2%), and Black Females (-7%).

### Administrative Support

There is an underutilization of White Males (-22%), Black Males (-3%), Hispanic Males (-1%), Hispanic Females (-1%), and Black Females (-5%), Asian Females (-1%), and two or more race Females (-1%).

### Skilled Craft

There is an underutilization of Hispanic Males (-3%), Black Males (-5%), Asian Males (-1%), two or more race males (-1%), White Females (-5%), and Black Females (-1%).

### Service and Maintenance

There is an underutilization of Hispanic Males (-3%), Black Males (-5%), Asian Males (-1%), two or more race Males (-1%), White Females (-9%), Hispanic Females (-2%), and Black Females (-6%).

In reviewing the Utilization Analysis Chart, the Missouri State Highway Patrol has some areas of significant

underutilization. The Missouri State Highway Patrol will use targeted advertising, recruitment drives, additional testing, and career fair attendance in the areas where underutilized groups are represented.

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

### **1. To recruit qualified applicants for all vacant positions to meet the workforce needs of the Patrol.**

- a. Involve all employees in actively recruiting potential applicants and include recruiting activities as an objective on the employee's annual performance evaluation.
- b. Maintain a recruitment reporting system that will provide statistical data by which the recruitment effort of the Patrol can be evaluated. The reporting system should be accessed on a weekly basis by every employee.
- c. Maintain a relationship and an open dialogue with community leaders, civic groups, and minority representative organizations throughout the state, by written or personal contact, on a semi-annual basis.
- d. Maintain contact with military installations located in Missouri and surrounding states by personally visiting the installations twice annually, and by attending events designed for transitioning veterans to civilian occupations.
- e. Maintain contact with grade schools, high schools, colleges, universities, and trade schools, especially minority and protected-class educational institutions located in Missouri and surrounding states. Collaborate with college career placement offices on an annual basis.
- f. Evaluate, update, and redesign recruitment materials, bulletins, advertisements, and pamphlets on an annual basis, or when needed.
- g. Ensure Patrol employees are knowledgeable of, and encourage them to participate in the recruiting incentive program. Publicize the incentive at monthly meetings of sergeants and encourage subordinates to document recruitment contacts.
- h. Ensure recruiters personally track and maintain monthly contact with individuals they recruit to establish a rapport with the applicants. Supervisors should perform monthly database (SHP-62) searches to verify recruiters are submitting monthly contact reports.
- i. Recruiters participate in recruiting activities each month, such as career fairs, community sponsored events, city council meetings, county commission meetings, and town hall events.
- j. Ensure recruiters contact newspaper agencies, radio stations, and other media in their area on a monthly basis, with emphasis placed on the minority and protected class owned and operated media.
- k. Ensure recruiters direct qualified trooper applicants to the on-line Trooper Pre-Employment Inquiry located on the Patrols website, and follow up with the applicant within a month from the first meeting.
- l. Ensure recruiters contact their local state of Missouri employment office on a monthly basis, to establish a positive rapport with their personnel, and keep them updated on available job postings within the Missouri State Highway Patrol.
- m. Increase the number of female recruiters.
- n. Establish recruitment initiatives focused on female sworn officer applicants.

### **2. To systematically bring about a positive change in the minority and protected-class composition of the Patrol to achieve parity with the minority population of the state of Missouri.**

- a. Identify, recruit, hire, and retain the most qualified applicants with an emphasis on minority and protected-class individuals. Commanders will evaluate employee actions on a yearly basis, and strive to decrease demographic underutilization by a percentage point semiannually. Commanders will strive to increase recruiting activities among diverse populations within the commander's geographical area of supervision.

## **Step 7a: Internal Dissemination**

The Equal Employment Opportunity Plan will be placed on the Human Resources Division section of the Missouri State Highway Patrol Intranet Page. All Patrol employees will have access to review the plan.

The equal employment opportunity policy will be discussed at troop meetings, organizational meetings, orientation sessions, and will be part of in-service training programs, as well as the annual recruiters training.

The equal employment opportunity statement will be publicized in Missouri State Highway Patrol Career Opportunity Bulletins, and Job Opportunity Announcements. Policies regarding nondiscrimination (i.e., sexual harassment, rules of conduct), will be included in Patrol directives and policies.

**Step 7b: External Dissemination**

The Equal Employment Opportunity Plan will be made available to the general public and potential employees via the Missouri State Highway Patrol Internet website. All Patrol facilities will publicly display the state and federal Equal Employment Opportunity posters.

**Utilization Analysis Chart  
Relevant Labor Market: Missouri**

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 #/%	13/59%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	8/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	184,650/54%	3,175/1%	8,670/3%	620/0%	3,120/1%	60/0%	1,690/0%	285/0%	119,280/35%	2,595/1%	11,405/3%	490/0%	1,825/1%	25/0%	1,450/0%	270/0%
Utilization #/%	5%	-1%	-3%	4%	-1%	-0%	-0%	-0%	1%	-1%	-3%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	100/46%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	108/50%	1/0%	6/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	180,155/36%	4,275/1%	11,025/2%	425/0%	10,395/2%	65/0%	1,715/0%	640/0%	254,975/51%	5,335/1%	21,950/4%	760/0%	6,910/1%	225/0%	2,260/0%	585/0%
Utilization #/%	10%	-1%	-1%	-0%	-2%	-0%	-0%	-0%	-1%	-1%	-2%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	285/43%	3/0%	15/2%	2/0%	1/0%	0/0%	0/0%	0/0%	336/50%	3/0%	21/3%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	30,115/34%	710/1%	1,880/2%	90/0%	1,485/2%	0/0%	245/0%	60/0%	43,730/50%	990/1%	6,790/8%	130/0%	1,085/1%	15/0%	490/1%	130/0%
Utilization #/%	8%	-0%	0%	0%	-2%	0%	-0%	-0%	1%	-1%	-5%	-0%	-1%	-0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	89/85%	1/1%	7/7%	1/1%	1/1%	0/0%	0/0%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,540/68%	885/2%	4,710/10%	50/0%	120/0%	35/0%	545/1%	70/0%	6,795/14%	150/0%	1,735/4%	115/0%	10/0%	0/0%	159/0%	35/0%
Utilization #/%	17%	-1%	-3%	1%	1%	-0%	-1%	-0%	-8%	-0%	-4%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	1017/90%	10/1%	27/2%	14/1%	6/1%	0/0%	0/0%	0/0%	51/5%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	122,955/48%	7,750/3%	19,420/8%	610/0%	1,015/0%	119/0%	2,315/1%	245/0%	74,155/29%	4,480/2%	17,875/7%	480/0%	1,090/0%	125/0%	1,559/1%	440/0%
Utilization #/%	42%	-2%	-5%	1%	0%	-0%	-1%	-0%	-25%	-2%	-7%	-0%	-0%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,725/34%	75/1%	380/8%	20/0%	20/0%	0/0%	44/1%	15/0%	2,270/45%	75/1%	320/6%	0/0%	10/0%	0/0%	60/1%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	10/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	126/90%	1/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	217,975/29%	5,790/1%	21,740/3%	570/0%	2,950/0%	130/0%	2,595/0%	560/0%	416,350/56%	9,785/1%	54,500/7%	1,670/0%	5,375/1%	320/0%	5,425/1%	1,160/0%
Utilization #/%	-22%	-1%	-3%	-0%	-0%	-0%	-0%	-0%	34%	-1%	-5%	-0%	-1%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	27/100%	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 #/%	214,410/85%	9,320/4%	10,695/4%	1,025/0%	1,320/1%	135/0%	2,220/1%	295/0%	11,580/5%	640/0%	1,275/1%	110/0%	250/0%	45/0%	190/0%	30/0%
Utilization #/%	15%	-4%	-4%	-0%	-1%	-0%	-1%	-0%	-5%	-0%	-1%	-0%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	37/74%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	12/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	359,755/45%	26,760/3%	54,850/7%	1,910/0%	6,005/1%	560/0%	5,130/1%	780/0%	262,530/33%	15,300/2%	48,290/6%	1,310/0%	7,105/1%	325/0%	4,150/1%	825/0%
Utilization #/%	29%	-3%	-5%	-0%	-1%	-0%	-1%	-0%	-9%	-2%	-6%	-0%	-1%	-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
Professionals					✓											
Technicians					✓					✓			✓			
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
<b>Staff</b>																
Workforce #/%	89/85%	1/1%	7/7%	1/1%	1/1%	0/0%	0/0%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	10/7/90%	10/1%	27/2%	14/1%	6/1%	0/0%	0/0%	0/0%	51/5%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%

