

**CITY OF TOPEKA
POLICE DEPARTMENT**

EEOP SHORT FORM

2010



Grant Title:	Recovery Byrne/JAG 2009	Grant Number:	2009-SB-B9-1610
Grantee Name:	City of Topeka	Award Amount:	551,310
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Rachel Pantos	Telephone:	785-368-9445
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:	Shauna Connolly	DOJ Telephone:	202-353-0019
Grant Title:	Recovery COPS Hiring	Grant Number:	2009-RK-WX-0362
Grantee Name:	City of Topeka	Award Amount:	1,120,539
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Rachel Pantos	Telephone:	785-368-9445
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:	Gabriel Nah	DOJ Telephone:	202-353-9883
Grant Title:	Byrne/JAG (Non-recovery)	Grant Number:	2009-DJ-BX-0372
Grantee Name:	City of Topeka	Award Amount:	134,065
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Rachel Pantos	Telephone:	785-368-9445
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:	Shauna Connolly	DOJ Telephone:	202-353-0019

Grant Title:	Byrne/JAG Formula	Grant Number:	2010-DJ-BX-1458
Grantee Name:	City of Topeka	Award Amount:	123,457
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Rachel Pantos	Telephone:	785-368-9445
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:	Shauna Connolly	DOJ Telephone:	202-353-0019
Grant Title:	Kansas STEP	Grant Number:	OP-993-11
Grantee Name:	City of Topeka	Award Amount:	31,000
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Don O'Dell	Telephone:	785-368-9487
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:		DOJ Telephone:	
Grant Title:	IDDP	Grant Number:	AL-9082-11
Grantee Name:	City of Topeka	Award Amount:	10,142
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Don O'Dell	Telephone:	785-368-9487
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:		DOJ Telephone:	

Grant Title:	VOCA	Grant Number:	11-VOCA-43
Grantee Name:	City of Topeka	Award Amount:	59,128
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Dawn Maendele	Telephone:	785-368-9064
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:		DOJ Telephone:	
Grant Title:	COPS Technology	Grant Number:	2008-CK-WX-0430
Grantee Name:	City of Topeka	Award Amount:	65,471
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Kris Kramer	Telephone:	785-368-9451
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:	Gabriel Nah	DOJ Telephone:	202-353-9883
Grant Title:	Bullet Proof Vest Partnership	Grant Number:	
Grantee Name:	City of Topeka	Award Amount:	7,737.76
Grantee Type:	Local Government Agency		
Address:	215 SE 7 th St. Room 352 Topeka, KS 66603		
Contact Person:	Cpl Kent Cowhick	Telephone:	785-368-9453
Contact Address:	320 S. Kansas Ave. Suite 100 Topeka, KS 66603		
DOJ Grant Manager:		DOJ Telephone:	

The City of Topeka is committed to maintaining a workforce that is free from unlawful discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital or family status, or political affiliation.

The City of Topeka addresses discrimination in the Topeka Municipal Code, including Chapter 9.20, Discrimination which states:

9.20.020 Policy.

The practice or policy of discrimination against persons by reason of race, religion, creed, color, sex, disability, national origin or ancestry or age is a matter of concern to the city, since such discrimination not only threatens the rights and privileges of the inhabitants of the city but also menaces the institutions and foundations of a free democratic state. It is hereby declared to be the policy of the city, in exercise of its police power for the protection of the public safety, health and general welfare, for the maintenance of business and good government, and for the promotion of the city's trade and commerce, to eliminate and prevent discrimination or segregation because of race, religion, creed, color, sex, disability, national origin or ancestry or age. It is further declared to be the policy of the city to assure equal opportunity and encouragement for every person, regardless of race, religion, creed, color, sex, disability, national origin or ancestry or age, to secure and hold, without discrimination, employment in any field of work or labor for which the person is otherwise properly qualified; to assure equal opportunity for all persons within this city to full and equal public accommodations and the full and equal use and enjoyment of the services, facilities, privileges and advantages of all governmental departments or agencies; and to assure equal opportunity for all persons within this city in housing, without distinction on account of race, religion, creed, color, sex, disability, national origin or ancestry.

Additionally, the City of Topeka addresses the issue of discrimination in city hiring in the Topeka Municipal Code Chapter 2.135 Affirmative Action Programs:

2.135.010 Affirmative Action Policy

It is the policy of the city to take affirmative action to achieve equal treatment in employment for individuals regardless of race, religion, creed, color, sex, disability which is unrelated to the ability to perform a particular job or occupation, national origin or ancestry, in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other benefits.

And includes regulation of unlawful employment practices in the Topeka Municipal Code chapter:

2.135.040 Unlawful Employment Practices

It shall be an unlawful employment practice for an official, department head, agent or employee of the city, because of race, religion, creed, color, sex, disability, familial status, national origin or ancestry, age, or sexual orientation, which is unrelated to the ability to perform a particular task or occupation, of any person to refuse to hire or employ, or to bar or to discharge from employment, such person or to otherwise discriminate against such person in compensation or in terms, conditions or privileges of employment; or to limit, segregate, separate, classify or make any designation in regard to employees; or to follow any employment procedure or practice which, in fact, results in discrimination, segregation or separation without a valid business motive.

The Topeka Police Department further addresses discrimination in employment practices in its Standard Operating Procedures and General Orders.

The Purpose and Procedures sections of the Topeka Police Department Standard Operations Procedures guiding recruitment and retention, specifically SOP # DM03, includes information that the Topeka Police Department will:

TPD will actively support the City of Topeka's EEO/Affirmative Action policies while recruiting.

and

Will ensure Recruiters receive training on all personnel matters, especially Equal Opportunity/Affirmative Action as it affects the management and operations of the agency.

Topeka Police Department General Order PO1, Professional Conduct addresses anti-discriminatory actions and states in the Lawful/Law Abiding Conduct language that:

Law enforcement officers are sworn to protect and to serve with honor all citizens of this community equally. Race, color, ethnicity, religion, age, sex, political beliefs or other personal opinions shall not interfere with the equal administration of justice to all. Every reasonable effort will be made to overcome service barriers such as language limitations, mental illness, or physical/mental handicaps.

Topeka Police Department General Order PO8, Disciplinary Procedure provides for potential suspension or termination for:

Disregard of the City's EEO/Affirmative Action policy prohibiting discrimination on the basis of race, creed, color, marital status, national origin, religion, sex, age, handicap, political affiliation or ancestry.

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	7/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	31/67%	5/11%	1/2%	2/4%	0/0%	0/0%	0/0%
CLS #/%	6,505/27%	405/2%	625/3%	105/0%	50/0%	10/0%	35/0%	14,115/58%	1,080/4%	1,170/5%	195/1%	90/0%	10/0%	75/0%
Utilization #/%	-11%	-2%	-3%	-0%	-0%	-0%	-0%	10%	6%	-3%	4%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,580/78%	565/7%	460/5%	55/1%	20/0%	15/0%	30/0%	560/7%	20/0%	90/1%	4/0%	15/0%	0/0%	0/0%
Utilization #/%	-28%	-7%	45%	-1%	-0%	-0%	-0%	-7%	-0%	-1%	-0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,090/43%	1,430/7%	1,455/7%	125/1%	180/1%	4/0%	75/0%	6,795/32%	795/4%	1,105/5%	190/1%	70/0%	0/0%	65/0%
Utilization #/%														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Police Chief, Deputy Police Chief														
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%
Major, Captain, Lieutenant														
Workforce #/%	15/75%	0/0%	2/10%	1/5%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	35/85%	1/2%	0/0%	0/2%	1/2%	0/0%	0/0%	3/7%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	162/75%	16/7%	11/5%	2/1%	3/1%	0/0%	0/0%	20/9%	3/1%	0/0%	0/0%	0/0%	0/0%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Patrol Officers								✓		✓				

Underutilization Analysis

Upon review of the Utilization Analysis Chart, the Human Resources Office for the City of Topeka found that with the low, and in some cases, no non-sworn employees in the Officials & Administrators, Skilled Craft Workers and Service Maintenance EEO-4 categories, it is difficult to determine the level of underutilization in these categories.

While there are relatively few employees in the non-sworn Professional and Technician categories, it is noted that there is underutilization of females.

Review of the utilization of the TPD Sworn-Officials shows underutilization of females, which includes the Police Chief, Deputy Police Chief, Police Major, Captains, Lieutenants and Sergeants as well as underutilization of Black or African American males.

Significant underutilization of females is shown in the Sworn-Patrol Officers category, which includes Police Corporal, Detective and Patrol Officer job classes.

In summary, the Topeka Police Department has a noticeable underutilization of females in Sworn personnel as well as Non-Sworn Professionals in the department.

Objectives & Steps

In keeping with the TPD's commitment to having a workforce that reflects the community it serves, the TPD will examine its recruitment and promotion practices to identify methods for recruiting additional females into the workforce and ensuring equal advancement opportunities for females.

The Topeka Police Department has developed a recruitment plan designed to target area college athletes, with emphasis on female students.

Department will explore developing and implementing a mentoring program for current sworn police personnel to create opportunities for equal advancement of females.

The Human Resources Department will develop and implement a training program for recruitment officers to provide guidance on creating opportunities for recruitment in the areas of underutilization.

The City of Topeka Police Department and Human Resources Department will continue to:

- Distribute recruitment announcements on various electronic job boards;
- Participate in outreach to various institutions of higher learning;
- Conduct outreach to high school students through the School Resource Officer program.

As an entire organization, the City of Topeka Diversity Committee was created to provide City of Topeka employees with a forum to learn, educate, share, and celebrate the diversity of our workforce through education, outreach, activities, and partnerships within the City of Topeka's workforce and in the community.

Internal Dissemination

1. Distribute a hard copy of the EEOP to the Chief of Police.
2. Post a copy of the EEOP Short Form on the City of Topeka Intranet site, the organization's in-house electronic communications network.
3. Include a copy of the EEOP Short Form among the materials provided for the public in the reception area of the City Human Resources Department and the lobby of the Topeka Police Department.

External Dissemination

1. Post a copy of the EEOP Short Form on the Topeka Police Department public website.
2. Include on all job announcements for TPD positions that applicants may obtain a copy of the TPD EEO Short Form on request.
3. Notify all contractors and vendors that do business with the TPD that a copy of the TPD EEOP Short Form is available upon request.

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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Jacque Russell
Signature

Human Resources Director
Title

11/19/2010
Date