

Hurst Police Department
Equal Employment Opportunity Program



March 2023

Introduction:

It is the policy of the Hurst Police Department to provide Equal Employment Opportunity in all aspects of the employment relationship to all persons. Equal Employment Opportunity is the law of the land, and the Hurst Police Department will not discriminate because of race, age, sex, gender identity, sexual orientation, color, religion, national origin, disability, veteran's status, pregnancy, genetic information, or any other characteristic protected by law.

Primary sections will include:

- Nondiscrimination policy statements
- Workforce and labor market data
- Narrative interpretations of Hurst Police Department workforce and areas of underutilization
- Objectives and actions to address areas of underutilization
- Equal Employment Opportunity Plan dissemination
- Hurst Police Department job classification and employment activity tables
- U.S. Department of Justice Office of Justice Programs Equal Employment Opportunity Program Reporting Tool charts

Nondiscrimination Policy Statements:

The City of Hurst Employee Policy Manual and the Hurst Police Department General Orders Manual are the guiding policy for employment relationships.

City of Hurst Employee Policy Manual

EQUAL EMPLOYMENT OPPORTUNITY and NON-HARASSMENT

Under the guidance of the Code of Ideals and the aim for mutual respect, it is the City of Hurst's commitment to a work environment in which all individuals are treated with dignity and free from unlawful harassment, discrimination, and retaliation. This policy applies to all applicants and employees as well as those interacting with applicants and employees such as volunteers, vendors, citizens, and consultants. This also applies whether working at a city facility or engaged in work outside of a city facility, or at a city-related service or social event.

EQUAL EMPLOYMENT OPPORTUNITY

It is the City's policy to provide equal employment opportunities in all aspects of the employment relationship to all persons. The City of Hurst will not discriminate because of race, age, sex, gender identity, sexual orientation, color, religion, national origin, disability, veteran's status, pregnancy, genetic information, or any other characteristic protected by law. This practice applies to all aspects of the employment relationship. The City of Hurst will take necessary action to assure that its employees and operating procedures support equal opportunities in employment, limited only by abilities and qualifications necessary to perform the work tasks assigned or required by the job.

RETALIATION PROHIBITED

The City of Hurst will not tolerate retaliation against an employee who has reported discrimination, including harassment, or any employee who participates in an investigation of a report.

Hurst Police Department General Orders Manual

Equal Employment Opportunity Plan

It is the policy of the City of Hurst to provide Equal Employment Opportunity in all aspects of the employment relationship to all persons. Equal Employment Opportunity is the law of the land, and the City of Hurst will not discriminate because of race, age, sex, gender identity, sexual orientation, color, religion, national origin, disability, veteran's status, pregnancy, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruiting, interviewing, testing, ranking, selection, compensation, promotion, transfer, performance appraisals, training, discipline, layoff, and discharge.

The City will not tolerate derogatory remarks or actions regarding race, age, sex, gender identity, sexual orientation, color, religion, national origin, disability, veteran's status, pregnancy, genetic information, or any other characteristic protected by law toward any employee or toward the public. Any employee who violates this provision will be subject to appropriate disciplinary action up to and including immediate termination.

The City will also promote and maintain a working environment free of all forms of sexual harassment. Sexual harassment in any manner or form is expressly prohibited, and any employee who engages in any action or conduct constituting sexual harassment is subject to appropriate disciplinary action up to and including immediate termination. Employees who believe they have been subjected to any form of sexual harassment should immediately contact their Department Head or the Personnel Administrator.

The City of Hurst will take necessary action to assure that its personnel and operating procedures support equal opportunities in employment, limited only by bona fide abilities and qualifications to perform the work tasks assigned or required by the job.

Workforce and Labor Market Data:

The attached workforce and labor market data is compiled and reported using the U.S. Department of Justice Office of Justice Programs Equal Employment Opportunity Program Reporting Tool. This tool is used to assist with the application process for Federal grants. The Office of Civil Rights, in concert with the Department of Justice, provides the needed tool to prepare and submit an appropriate Equal Employment Opportunity Utilization Report

The Hurst Police Department workforce data was compared to the Tarrant County labor market employment statistics.

Narrative Underutilization Analysis:

After completing the workplace analysis, a review of the utilization analysis chart was conducted. Two areas of underutilization were identified. For protective services sworn patrol officers, white females and black females are underutilized.

Due to several recent retirements or reassignments, due to either tenure or disability, white female sworn officers are now underutilized. Historically, black female sworn patrol officers have been underutilized, and the trend has continued.

The Hurst Police Department will continue its commitment of having a workforce that represents the community we serve. Hurst PD will continue to examine, analyze, and revise our hiring and recruitment practices, in alignment with our Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation, to attract more white and black females for entry-level sworn patrol officer positions.

Objectives and Actions:

Although we have typically employed a higher than national average of female officers, we still need to increase the number of black female sworn officers as well as reestablish the number of white female sworn officers. The following is our action plan to address these two areas of underutilization:

- We will meet with our female officers to discuss what barriers or challenges exist in the current environment. We will also get input on how to improve recruiting practices.
- We will continue to have female officers represented in recruiting materials and on social media posts to increase interest by female applicants.
- We will continue to utilize female officers in the recruiting and hiring process to encourage females to consider a career in law enforcement.
- We will continue to place job postings on sites and at locations which are focused on or frequented by females, specifically white and black females:
 - City of Hurst Website
 - Facebook
 - National Minority Update
 - NAACP of Forth Worth
 - Texas Workforce Commission
 - Colleges such as Tarrant County College and Sam Houston State University
- In partnership with the City of Hurst Human Resources Department, we will continue to explore other sites and options for targeting recruitment of white and black female officer applicants.

Plan Dissemination:

Internal Dissemination

The Equal Employment Opportunity Plan will be posted in PowerDMS, which is the Hurst Police Department's official notification site for policies, manuals, and important information.

External Dissemination

A copy of the Equal Opportunity Plan will be posted on the Hurst Police Department website.

A copy of the Equal Opportunity Plan will be kept in the office of the Professional Standards Unit, and paper copies will be available upon request.

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 In Compliance with 28 CFR 42-304
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Section I: Job Classification Assessment

In compliance with 28 CFR 42.304(a), Table 1 illustrates the number of employees within each respective job category classified by race, sex, and national origin (include for example Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native).

Table 1. Job Classification be Sex and Race

Job Categories	Principal Duties	Male						Female						Total
		AI	A/PI	B	H	W	2+	AI	A/PI	B	H	W	2+	
Protective Services Sworn	Chief of Police					1								1
	Assistant Chief of Police					1								1
	Police Captain			1		2								3
	Police Sergeant					8								8
	Police Corporal				3	9						1		13
	Police Officer		2	4	9	24				3	3			45
Officials/ Administrator	Public Service Officer Supervisor				1									1
	Communications Supervisor										1			1
	Jail Supervisor					1								1
	Records Supervisor										1			1
	Animal Services Supervisor					1								1
Professionals	Mental Health Coordinator					1								1
	Crime Victim Coordinator								1			1		2
Technicians	Crime Scene Coordinator												1	1
	PD Systems Administrator					1								1
Protective Services Non-Sworn	Public Service Officer									1	1			2
	Senior Animal Services Officer					1								1
	Animal Services Officer										1			1
	Animal Services Attendant										1			1
	Jailer					3					1			4
	Crossing Guard				1	2				1	7			11
Administrative Support	Records Clerk									1	3			4
	Dispatcher					1				1	5			7
	Property Custodian										1			1
	Crime Analyst										1			1
	Investigative Assistant									1	1			2
	Administrative Assistant										1			1
	Community Services Program Assistant										1			1
	Quartermaster					1								1
	Administrative Analyst									1				1
	Senior Administrative Assistant					1								1
Skilled Craft	N/A													0
Maintenance	Lead Building Maintenance				1									1
	Total	0	2	5	15	58	0	0	1	0	9	31	1	122

Out of the 122 employees at the police department, 66% are males and 34% are females. 73% of all employees are of white race/national origin, regardless of job classification.

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In compliance with 28 CFR 42.304(a), Table 2 indicates the principal duties and rates of pay for each job classification.

Table 2. Job Classification by Principal Duties and Pay Rates

Job Categories	Principal Duties	Minimum Pay Per Hour	Maximum Pay Per Hour
Protective Services Sworn	Assistant Chief of Police	\$67.16	\$67.16
	Police Captain	\$61.06	\$61.06
	Police Sergeant	\$51.51	\$51.51
	Police Corporal	\$45.29	\$45.29
	Police Officer 15 Years +	\$42.77	\$42.77
	Police Officer	\$40.73	\$40.73
Officials/ Administrators	Public Service Officer Supervisor	\$23.17	\$36.23
	Communications Supervisor	\$23.17	\$36.23
	Jail Supervisor	\$23.17	\$36.23
	Records Supervisor	\$23.17	\$36.23
	Animal Services Supervisor	\$23.17	\$36.23
Professionals	Mental Health Coordinator	\$27.20	\$42.59
	Crime Victim Coordinator	\$17.93	\$29.06
Technicians	Crime Scene Coordinator	\$21.61	\$32.07
	PD Systems Administator	\$24.27	\$38.34
Protective Services Non-Sworn	Public Service Officer	\$16.89	\$25.21
	Senior Animal Services Officer	\$17.93	\$29.06
	Animal Services Officer	\$16.89	\$25.21
	Animal Services Attendant	\$15.00	\$22.06
	Jailer	\$17.92	\$25.21
	Crossing Guard	\$12.78	\$17.86
Administrative Support	Records Clerk	\$15.95	\$22.43
	Dispatcher	\$21.37	\$30.03
	Senior Dispatcher	\$21.61	\$32.07
	Property Custodiam	\$19.06	\$29.70
	Crime Analyst	\$16.89	\$25.21
	Investigative Assistant	\$19.06	\$29.70
	Administrative Assistant	\$17.93	\$29.06
	Community Services Program Assistant	\$19.06	\$29.70
	Quartermaster	\$11.61	\$17.86
	Administrative Analyst	\$24.27	\$38.34
	Senior Adminitrative Assistant	\$19.06	\$29.70
Skilled Craft	N/A		
Service Maintenance	Lead Building Maintenance	\$15.07	\$22.36

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Section II: City of Hurst Population Composition

In compliance with 28 CFR 42.304(a), Table 3 indicates the racial/ethnic mix of the geographic area.

Race	AI/AN	A/PI	B	H	W
Number*	401	3,204	3,605	10,414	22,431
Percentage*	1%	8%	9%	26%	56%

The population estimates were obtained from the United States Census Bureau. The population estimate for the City of Hurst is 40,055.

*Population Estimates, July 1 2022, (V2022) 40,055 <https://www.census.gov/quickfacts/hurstcitytexas>

Section III: Employment Action Assessment

In compliance with 28 CFR 42.04(b), Table 3 indicates the number of disciplinary actions taken against employees by race, sex and national origin within the preceding year, the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.

Disciplinary Action	Male						Female					
	AI	A/PI	B	H	W	2+	AI	A/PI	B	H	W	2+
Training	0	0	0	0	2	0	0	0	0	0	1	0
Performance Improvement Plan	0	0	0	0	0	0	0	0	0	0	0	0
Structured Counseling	0	0	1	0	2	0	0	0	0	2	1	0
Demotion	0	0	0	0	0	0	0	0	0	0	1	0
Suspension Without Pay	0	0	0	0	0	0	0	0	0	0	0	0
Oral Reprimand	0	0	1	1	0	0	0	0	0	1	1	0
Written Reprimand	0	0	2	2	1	0	0	0	0	0	0	0
Resign in Lieu of Termination	0	0	1	0	1	0	0	0	0	0	0	0

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In compliance with 28 CFR 42.304(c), Table 4 indicates the number of individuals by race and sex applying for employment within the preceding year and the number by race and sex of those applicants who were offered employment and those who were actually hired.

Table 4: Employment Activity by Race and Sex

Activity	Male						Female					
	AI	A/PI	B	H	W	2+	AI	A/PI	B	H	W	2+
Applied	9	44	365	305	491	41	10	30	421	287	440	63
Offered	0	0	1	4	7	0	0	0	0	1	3	0
Hired	0	0	1	4	7	0	0	0	0	1	3	0

There were 96 males who did not select a race and 127 females that did not select a race.

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In compliance with 28 CFR 42.304(e), Table 6 indicates the number of employees by race and sex who were terminated within the preceding year, identifying by race and sex which were voluntary and involuntary terminations.

Table 6: Terminations by Race and Sex

Activity	Male						Female					
	AI	A/PI	B	H	W	2+	AI	A/PI	B	H	W	2+
Terminated												
Involuntary Termination	0	0	0	0	0	0	0	0	0	0	0	0
Voluntary Termination	0	0	3	3	8	0	0	0	0	0	8	0

Voluntary terminations include retirements and resignations.

Utilization Analysis Chart
Relevant Labor Market: Tarrant County, Texas

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 #/%	2/40%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	49,270/47%	6,865/7%	4,250/4%	245/0%	2,535/2%	20/0%	315/0%	160/0%	28,470/27%	5,140/5%	5,210/5%	140/0%	1,170/1%	20/0%	415/0%	160/0%
Utilization #/%	-7%	13%	-4%	-0%	-2%	-0%	-0%	-0%	13%	-5%	-5%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%
CLS #/%	46,050/33%	4,550/3%	4,505/3%	255/0%	4,845/3%	70/0%	500/0%	305/0%	57,770/41%	7,190/5%	9,515/7%	290/0%	3,545/3%	75/0%	740/1%	300/0%
Utilization #/%	1%	-3%	-3%	-0%	-3%	-0%	-0%	-0%	-8%	-5%	-7%	-0%	31%	-0%	-1%	-0%
Technicians																
Workforce #/%	1/50%	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%	1/50%	0/0%
CLS #/%	7,015/32%	1,245/6%	890/4%	10/0%	875/4%	0/0%	150/1%	35/0%	7,405/34%	1,555/7%	1,850/9%	40/0%	460/2%	0/0%	100/0%	70/0%
Utilization #/%	18%	-6%	-4%	-0%	-4%	0%	-1%	-0%	-34%	-7%	-9%	-0%	-2%	0%	50%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	21/81%	3/12%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,205/55%	1,280/10%	1,625/12%	40/0%	35/0%	95/1%	40/0%	20/0%	1,620/12%	350/3%	770/6%	15/0%	20/0%	0/0%	45/0%	0/0%
Utilization #/%	26%	2%	-9%	-0%	-0%	-1%	-0%	-0%	-8%	-3%	-6%	-0%	-0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/53%	9/20%	4/9%	0/0%	2/4%	0/0%	0/0%	0/0%	3/7%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	31,125/29%	11,380/10%	8,480/8%	160/0%	1,990/2%	40/0%	655/1%	240/0%	27,880/26%	11,740/11%	11,655/11%	175/0%	2,410/2%	19/0%	790/1%	300/0%
Utilization #/%	25%	10%	1%	-0%	3%	-0%	-1%	-0%	-19%	-4%	-11%	-0%	-2%	-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 #/%	6/30%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/55%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	300/26%	100/9%	80/7%	0/0%	0/0%	0/0%	0/0%	0/0%	465/40%	125/11%	80/7%	0/0%	0/0%	0/0%	0/0%	10/1%
Utilization #/%	4%	-4%	-7%	0%	0%	0%	0%	0%	15%	-1%	-7%	0%	0%	0%	0%	-1%
Administrative Support																
Workforce #/%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/65%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	57,075/24%	15,490/7%	9,495/4%	275/0%	3,855/2%	165/0%	705/0%	375/0%	91,210/39%	26,850/11%	21,390/9%	560/0%	4,425/2%	230/0%	1,460/1%	600/0%
Utilization #/%	-9%	-7%	-4%	-0%	-2%	-0%	-0%	-0%	26%	9%	-9%	-0%	-2%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	37,580/48%	29,145/37%	3,960/5%	270/0%	1,995/3%	4/0%	565/1%	170/0%	2,115/3%	1,225/2%	1,115/1%	65/0%	645/1%	30/0%	79/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/0%	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%
CLS #/%	50,415/23%	54,660/25%	17,150/8%	360/0%	4,025/2%	75/0%	825/0%	430/0%	35,935/17%	31,820/15%	14,860/7%	345/0%	4,700/2%	165/0%	605/0%	265/0%
Utilization #/%	-23%	75%	-8%	-0%	-2%	-0%	-0%	-0%	-17%	-15%	-7%	-0%	-2%	-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-Patrol Officers									✓		✓					

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 of Police																
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%
Assistant Chief of Police																
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%
Police Captain																
Workforce #/%	2/67%	0/0%	1/33%	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%
Police Sergeant																
Workforce #/%	8/100%	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%
Police Corporal																
Workforce #/%	9/69%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/53%	9/20%	4/9%	0/4%	2/4%	0/0%	0/0%	0/0%	3/7%	3/7%	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 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.

S. R. Niekamp POLICE CHIEF 3.21.23
[signature] [title] [date]