



Henderson Division of Police
Equal Employment Opportunity Plan

EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION

RECRUITMENT AND SELECTION



Issued: 1/2015

To Be Reviewed: 1/2016

Policy Statement

The Henderson Division of Police is committed to providing equal opportunity to all employees and applicants for employment. It is the policy of the Henderson Division of Police not to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, or disability with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment.

All employment and promotion decisions shall be consistent with the principal of Equal Employment Opportunity (EEO), and all other employment decisions including compensation, benefits, transfers, layoffs, re-calls, training, and education will be administered in a non-discriminatory manner without regard to race, color, religion, national origin, age, or disability.

An employee who believes he/she has experienced unlawful discrimination, is encouraged to report such discriminatory actions, conduct or behavior through the applicable grievance procedure in his/her Collective Bargaining Agreement, directly to his/her Division Head, or directly to the Human Resources Business Partner, or Department of Human Resources. It shall be the employee's right to choose the reporting option with which he/she is most comfortable. The employee's option to report an incident directly to the Division of Human Resources shall not be blocked, restricted, or prohibited in any way by Division Heads or other supervisory personnel within the employee's Division. Efforts at the Divisional level to block, restrict, or prohibit the employee's choice to report an incident directly to Human Resources, shall result in disciplinary action.

Upon receiving a report, an investigation into the alleged conduct shall be completed in a prompt manner, with a full written report being made to the Chief of Police recommending the appropriate action to be taken. Until which time the investigation is completed and the recommendations in the written report are implemented, the identities of the directly involved parties shall be kept as confidential as is reasonable under the circumstances.

Employees who report incidents of unlawful discrimination are protected from retaliatory conduct/behavior because they report such incidents. Retaliatory conduct/behavior on the part of Division Heads, other supervisory personnel, co-workers, or other employees is unlawful and shall not be tolerated. Such retaliatory conduct/behavior shall result in severe disciplinary action.

Background

The City of Henderson is located in southern Nevada and is the second largest City in Nevada with an estimated population of 270,811 (2013). The City itself is 107.7 square miles and is located in Clark County.

According to the 2010 census, the racial make-up of the City of Henderson was as follows:

Caucasian	76.9%
African American	5.1%
Native American	0.7%
Asian American	7.2%
Hispanic	14.9%
Other	4.8%

Currently, the racial make-up of the Henderson Division of Police is as follows:

2015 Sworn Personnel	Males						Females			
	Caucasian	African American	Native American	Asian	Hispanic	Other	Caucasian	African American	Hispanic	Asian
Entry Level	198	11	1	10	19		26		1	
Supervisory (Sgt/Lt)	45	1		1	2		4			
Executive (Capt./Above)	9									
Subtotal	252	12	1	11	21		30		1	
Non-Sworn Personnel										
Clerical					1		26	1	1	2
Supervisory/Tech.	14	1		2	1		43	3	4	3
Managerial/Prof.	6	1			1		9		1	
Executive										
Subtotal	20	2		2	3		78	4	6	5
TOTAL	272	14	1	13	24		108	4	7	5

Caucasian	84.82%
African American	4.02%
Native American	0.22%
Asian American	4.02%
Hispanic	6.92%
Other	

Objectives

The Henderson Division of Police shall engage in positive efforts to employ ethnic minority group members and women by taking affirmative action to achieve a ratio of minority group employees in approximate proportion to the composition of the service area. In seeking to employ qualified ethnic minority members and women, the Division will research, develop, and implement

specialized minority and female recruitment methods. In addition, the department will conduct a periodic review of the entire selection process to ensure it is non-discriminatory; (No standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women that of non-minorities or men.)

The Henderson Division of Police shall provide opportunities for employees to participate in training which would improve their skills and opportunities for career advancement. The Division will also review all promotional processes to ensure that there are no areas that create barriers in the promotion of women and protected classes.

Plan of Action

Through recruiting the Henderson Division of Police will reach out to minority and female candidates and develop current minority and female employees through the following steps:

- Continuing to advertise employment opportunities on the City of Henderson website and Division of Police webpage.
- Continuing to advertise with diversity organizations, publications, websites
- Recruitment displays and literature have been updated to represent the diversity of our department and will be evaluated annually to keep them current
- Representatives from the Division of Police will continue to attend job fairs with diverse attendance
- Continuing to advertise with colleges, universities and technical schools throughout Nevada
- The Human Resources Business Partner will continue to track EEO statistics to identify successful recruitment strategies and identify new ones
- Continue to advertise the City's commitment to diversity by adding "The City of Henderson is an Equal Opportunity Employer" to all job announcements
- Providing learning and development opportunities for all employees including minority and female employees
- Review promotional processes to ensure that the processes do not disadvantage minority and female candidates

Evaluation Process

Annually the Human Resources Business Partner will evaluate the progress towards meeting the plan objectives and determine what changes if any, are needed. Part of this evaluation will be to ensure that the plan includes the most up to date and cutting edge recruitment and selection tools available within our fiscal means.

This evaluation will include:

- Reviewing the diversity of any job fairs the agency participates in
- Reviewing the diversity of our applicants we are able to attract
- Reviewing the diversity of the applicants that test
- Reviewing the diversity of final list of applicants considered for employment.

The questions asked during this process will be:

- Is the ethnic and gender composition in the sworn law enforcement in approximate proportion to the make-up of the available work force in the law enforcement agency service area?
- Are the objectives of plan being met?
- Are the objectives of the plan still relevant?

If the answer to any of these questions is no, the plan of action should be revised to achieve the plan objectives.

Conclusion

After careful review of this plan by Ms. Kristin Maier (Human Resources Business Partner), it is her determination that the Henderson Division of Police is meeting the objectives of the recruitment plan.

Recruitment Activities 2014-2015

Internet:

Policeone.com
Policerecruiter.com
Officer.com
Go Law Enforcement.com
Policejobsinfo.com
Publicsafetyrecruitment.com
Lawofficer.com
Retiredheros.com
Craigslist
Ebay Classifieds
ACAP
Women in trades
Barefoot student
City of Henderson Website
National Minority Update.org
International Association of Women Police IAWP.com
International Association of Chiefs of Police discoverpolicing.org
911 cares
911 dispatch.com
Backpage.com
NTN Facebook page
911jobs Facebook page
911 Emergency Dispatcher Facebook page
911 Dispatcher Facebook page
Recruit Military Facebook page

Organizations:

National Asian Peace Officers' Association
National Latino Police Officers' Association
Las Vegas Latin Chamber of Commerce
Nevada Chapter of NENA
Urban Chamber of Commerce (Las Vegas)
Korean American Chamber of Commerce

Colleges & Universities:

UNLV
College of Southern Nevada

Outreach:

Assemblyman Tyrone Thomas (LV Valley black community)
HPD Officer on air interview w/ Spanish-speaking radio station KRLV 1340 am

Job Fairs:

UNLV