



**City of Burleson, Texas
Equal Employment Opportunity Program**



Revised: February 1, 2020

Introduction:

The City of Burleson is committed to providing a workplace that honors and respects all people. To that end, we will conduct regular analysis of our workforce, and we will make appropriate efforts to maintain a diverse workforce. This City of Burleson Equal Employment Opportunity Plan (EEO) will provide summary information regarding the City of Burleson's policies, workforce census, and equalization efforts. Primary sections will include:

- Nondiscrimination policy statements
- Census data
- Narrative interpretations of Burleson workforce and areas of underutilization
- Objectives and steps to address underutilization, as well as maintain and add diversity
- EEO approval and dissemination

Introductory Information:

Grant Title: Victim Assistance Coordinator
General Victims Assistance Grant Program, FY 2021
Funded under the Victims of Crime Act of 1984 awarded from Office of the Governor of Texas

Grant Number: 3780302

Grantee Name: City of Burleson

Award Amount: \$54,410.19

Grantee Type: Local Government Agency

Address: 141 W. Renfro St., Burleson, TX 76028

Contact Person: Sergeant Wes Routson, Burleson Police Department

Contact Address: 1161 S.W. Wilshire Blvd., Burleson, TX 76028

Contact Number: (817) 426-9947, wrouyson@burlesontx.com

DOJ Grant Manager: Destiny Turner

Contact: Destiny.Turner@gov.texas.gov

Grant Title: Use of Force Training Simulator
Criminal Justice Program, FY2021
Funded under Edward Byrne Memorial Justice Assistance Grant Program (JAG) awarded from Office of the Governor of Texas

Grant Number: 4017101

Grantee Name: City of Burleson

Award Amount: \$71,100

Grantee Type: Local Government Agency

Address: 141 W. Renfro St., Burleson, TX 76028

Contact Person: Chief Billy Cordell, Burleson Police Department

Contact Address: 1161 S.W. Wilshire Blvd., Burleson, TX 76028

Contact Number: (817) 426-9912, bcordell@burlesontx.com

DOJ Grant Manager: Not assigned

Contact: Not assigned

Nondiscrimination Policy Statements:

The City of Burleson's Employee Policy Manual (known as the Employee Handbook) is the prevailing policy related to employment. Within the manual, three primary policy statements govern relating to equal employment opportunities.

Chapter 3; Section 3.1:

Equal Opportunity Policy.

No officer or employee of the city shall discriminate in employment practices based on race, color, religion, national origin, sex, age, the existence of a physical or mental disability, military service status or any other state or federally protected right. The equal opportunity policy of the city applies to all areas of employment, including, but not limited to recruitment, hiring, job assignments, pay, training, promotions, privileges, and conditions of employment.

Chapter 1, Section 1.6:

Fair Employment Practices.

- (a) Responsibility- All City Employees: The city workforce exists to provide essential municipal services to the community. The city organization is committed, within its financial constraints, to maintaining a workforce of the most qualified workers to provide reliable, quality, and cost efficient services to the community in a respectful and friendly manner.
- (b) Management responsibilities.
in keeping with the respect due each employee, city management is committed to:
- *provide effective and efficient delivery of services;*
 - *compensate employees fairly for work done;*
 - *provide safe, healthy, work conditions in accordance with provisions of all applicable law;*
 - *adequately instruct and train employees in their duties;*
 - *supply necessary tools and equipment (except those customarily provided by employees);*
 - *provide reasonable opportunities for development experience and competitive advancement;*
and
 - *actively engage in equal opportunity activities.*
 - *City management shall not dismiss an individual, fail or refuse to hire an individual, or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, age, religion, sex, national origin, disability, pregnancy, military status, political opinions, or affiliations.*
- (c) Employee responsibilities.
An employee shall:
- *be loyal to and meet the reasonable expectations of city management and the citizens of the city,*
 - *report to work regularly and at the time specified by their supervisor;*
 - *consistently meet or exceed performance standards established for the employee's job;*
 - *work in a professional, cooperative, safe, and friendly manner; and*
 - *get along well with co-workers and citizens.*

Chapter I, Section 1.7:

Prohibition of Discrimination and Harassment.

The City of Burleson does not condone, endorse, or tolerate conduct by employees, vendors, volunteers, elected officials or citizens that would constitute discrimination or harassment (including sexual harassment). Employees who feel there is a problem in this area should refer to Standards of Conduct Chapter for further guidelines on how to address this concern and should report the problem to a member of city management immediately.

The City of Burleson also has a detailed Anti-Harassment Policy in Chapter 4, Section 4.1, which further defines illegal forms of harassment with examples and outlines the detailed procedures for filing, investigating and resolving complaints alleging illegal employment discrimination.

Census Data:

The attached census data is compiled and reported using the Department of Justice’s 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 and/or Certification Form. Statistics are provided within the tool via Community Labor Statistics (CLS) from the United States Census Bureau and Civilian Labor Force Statistics from the Bureau of Labor Statistics.

Jobs are categorized and reported based upon the “Occupational Crosswalk to State and Local Government Job Categories.” This standard is set by the Office of Civil Rights.

Narrative Interpretations of Burleson Workforce and Areas of Underutilization:

The Department of Justice’s Equal Employment Opportunity Program Reporting Tool analysis of the Burleson workforce identifies areas of underutilization. Though this data can change over time, areas currently identified will be addressed in this report.

Underutilization is established as follows*:

For each job category with less than 30 employees, the online system will perform a simple subtraction, showing the difference between the percentage of employees in the particular job category (cross-classified by race, national origin and sex) and the percentage of employees in the same job category in the relevant labor market. Burleson’s relevant labor market has been determined to be Johnson County.

For each job category with 30 or more employees, the online system performed a statistical analysis and then displayed job categories that have underutilization of two or more standard deviations. The calculations indicate that it is unlikely that the underutilization is based on chance. If the online system does not identify underutilization in the recipient's workforce of two standard deviations or more, the online system will display only the utilization analysis chart based on simple subtraction.

Courts have generally recognized that statistics showing underutilization of two standard deviations or more (comparing the percentage of employees of a protected class in a particular job category to the percentage of similarly qualified workers of the same protected class in the relevant labor market) may be evidence of employment discrimination. *See generally* Barbara T. Lindemann & Paul Grossman, 1 *Employment Discrimination Law* 124-26 (4th ed. 2007).

Narrative Interpretation - Summary:

The comparison of the City of Burleson’s census to the Johnson County Civilian Labor Force Statistics from the Bureau of Labor Statistics in the federal government’s reporting tool indicates we have five (5) target areas where representation is not reflective of the workforce. These are areas where the City would benefit by developing objectives and pro-active steps to overcome underutilization.

Underutilization focus areas for 2020 are:

Females, White:

- Protective Services Sworn Patrol Officers, and
- Protective Services Sworn Officials (i.e. higher rank than officer), and
- Service/Maintenance

Males, White:

- Protective Services Non-Sworn, and
- Administrative Support

*Reference: U.S. Department of Justice EEO Program reporting tool site for criteria for underutilization. <https://ocr-eeop.ncjrs.gov>

Objectives and Steps to Address Underutilization:

Females, White - Protective Service Sworn Patrol Officers: This category is the Police department's entry rank of police officer. Although we have improved in hiring females, we still need to increase our number of female white officers in particular. The City of Burleson will focus on attracting females into sworn Police service with targeted advertising material picturing female officers to use in our postings, social media, and career fairs, as well as work with the Burleson Independent School District Criminal Justice program to provide education using our female officers to encourage other females to consider a career in law enforcement. We will expand the current job posting sites that encourage diversity by adding the following sites:

- National Association of Women Law Enforcement Executives (NAWLEE)
- International Association of Women Police (IAWP)

Females, White - Sworn Protective Service Officials: This category is Police and Fire ranks above that of police officer and firefighter. As moving beyond the entry ranks mostly requires service in the entry-level ranks at the City of Burleson for a time period, a focus on entry-level recruitment of females in the area of Public Safety will be critical to the success of developing a pool of white females who are positioned to be eligible for higher ranked positions.

In addition, Human Resources, department Assistant Chiefs, and Chiefs will meet with sworn female employees to encourage participation in the promotional process, as well as answer questions, address concerns, and provide information on test preparation. Higher rank positions typically have low turnover for our City; however, we will strive to be prepared to assist those who are eligible to move up to do so.

The executive level Chief rank does not require promotion from the existing sworn ranks, so should a job vacancy occur at the executive sworn level where we determine to post externally in addition to internally, we will distribute to our normal job posting sites that encourage diversity and add the following:

- National Association of Women Law Enforcement Executives (NAWLEE)
- International Association of Women Police (IAWP)
- Women in Fire

Females, White - Service Maintenance: We will work with department leadership for these roles to educate them on the underutilization aspect. We will work to recruit females in areas of service and maintenance using the City's website, targeted advertising material postings on social media, community colleges and technical trade schools appropriate for the position, and by making contact with females at strategically placed career fairs to highlight these occupations.

Males, White - Non-sworn Protective Services and Administrative Support Employees: These positions have been traditionally filled by females. However, a specific effort to interest males in these occupations (i.e. clerical staff, Lifeguards, Animal Control, Public Safety Telecommunications Operators) is a goal. We will work with department leadership for these roles to educate them on the underutilization aspect. We will use targeted advertising material postings on social media and at community colleges, and attend strategically placed career fairs where we have contact with male applicants for these particular positions.

Continue to Add and Maintain Hiring and Promotion of Minorities:

Recruitment of diverse individuals in Burleson is a conscious effort for all our positions, but in particular for Police and Fire. It is important we reflect the community we serve. Although the reporting tool highlights potential underutilization, we feel it does not entirely reflect our community as a whole. We will target underutilization areas, but we will also balance by continuing to hire and promote minorities to ensure we have a diverse workplace at all levels of our organization.

The City posts our announcements for public safety entry testing for qualified candidates at colleges and universities including those that are traditionally educating minority students. The current Burleson Explorer program encourages enrollment of students of all ethnicities ages 14-21. This program works to recruit students into the field of public safety. Though students are not automatically hired at the City of Burleson, the program fosters an environment of learning in order to prepare potential Public Safety employees at local, state, or federal levels. The City of Burleson also supports the activities of the Criminal Justice programs within the Burleson Independent School District. The collaborative relationship between the City and the schools encourages an open door for young people of all races and sexes to consider a long-term commitment to the field of Public Safety.

The City will post public safety openings on multiple professional association websites including those for minorities such as the National Latino Peace Officers Association [NLPOA], the National Association of Hispanic Firefighters [NAHF], International Association of Black Professional Firefighters (IABPFF), and the National Organization of Black Law Enforcement Executives (NOBLE).

Approval and Dissemination of the EEO Plan:

City Council Approval February 17, 2020

External Dissemination of the EEOP to the general public:

- City of Burleson Website on the Human Resources page
- City of Burleson Library (paper copies available upon request)
- Human Resources Department (paper copies available upon request)

Internal Dissemination of the EEOP to City Employees:

- Post on City's website/intranet
- All Employees will receive an email with a link to EEOP on City website for quick access and advising paper copies are available upon request
- Human Resources Department (paper copies available upon request)