

# EEO Utilization Report

## Organization Information

Name: City of Walla Walla

City: Walla Walla

State: WA

Zip: 99362

Type: County/Municipal Law Enforcement

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

The City will not discriminate in its human resource practices. Employment decisions, including hiring, promotions and training, will be made without regard race, color, national origin, age, disability, religion, veteran status, sexual orientation, gender identity, or sex unless based upon bona fide occupational qualification. The City will maintain non-segregated and non-discriminatory facilities. All personnel actions and programs including but not limited to compensation, benefits, transfers, layoffs, recalls, company-sponsored training, education, tuition assistance, and social and recreational programs will be administered in a nondiscriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

## **Section 5: Narrative Interpretation of Data**

### **1. City-wide Male Analysis:**

- a. White males are significantly underrepresented in the Administrative Support category (-14%).
- b. Asian males are significantly underrepresented in the category of Protective Services Non-sworn (-11%).
- c. Black or African American and Native Hawaiian or Other Pacific Islander males are not represented in any of the eight job categories.

### **2. City-wide Female Analysis:**

- a. White females are significantly underrepresented in the following categories of Professionals (-13%), Protective Services Non-sworn (-14%), and Service/Maintenance (-12%).
- b. Hispanic or Latino females are significantly underrepresented in the category of Protective Services Sworn (-9%) and Service/Maintenance (-6%).
- c. Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander females are not represented in any of the eight job categories.

### **3. Police Department Analysis:**

- a. Most significant is the underutilization of Hispanic females (-9%) in the job category of (Protective Services: Sworn--Patrol Officers).

In keeping with the City of Walla Walla's commitment to having a workforce that reflects the community it serves; the Human Resources Department (HR) will examine its recruitment and retention practices to see if there may be ways to attract a more diverse workforce based on this analysis. The Walla Walla Police Department (WWPD) will re-examine its efforts to attract more Hispanic and female candidates to apply for entry-level patrol officer positions.

See attached.

## **Section 6: Objectives and Steps**

- 1. HR will conduct an evaluation of applicants EEO forms over the past 12 months to identify the number of minority applications in these categories for regular full-time and part-time positions.**
- 2. HR will conduct additional research to identify community resources, job boards, and posting sites to target minority groups more effectively within the next 3 months.**
- 3. Identify any barriers in recruitment that might deter Hispanic women from applying for entry-level Police officer positions.**
  - a. WWPD will meet with female recruits to find out how they learned about the opportunity to become an officer and ask whether anything in the recruitment or training process might be changed to encourage more females to apply. WWPD will reexamine its outreach and training efforts and develop a revised outreach program within six months.
  - b. Building on the City's already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the WWPD will review the comments from all female patrol officers who voluntarily leave the WWPD to review how its employment policies may affect the recruitment and retention of female patrol officers.
- 4. Target Hispanic and White females in police recruitment campaigns.**
  - a. The WWPD has developed a Recruitment Committee that includes female and Hispanic/Latino officers to provide outreach, informational meetings, and presentations to various groups to highlight career opportunities for women and minorities as sworn officers. Informational meetings are offered to interested citizens and potential applicants to present information on law enforcement careers and to demystify the testing process. Applicants are assisted with test preparation for both written and physical agility and may participate in a ride-along with a current police officer.
  - b. To attract female, Hispanic/Latino, and other minority recruits, the WWPD Recruitment Committee participates in various local job fairs and career days in the Walla Walla Valley, which may include Walla Walla High School, SeaTech Program, College Place High School, Walla Walla Community College, Whitman College, and/or Walla

Walla University.

c. Officers, including female and Hispanic/Latino officers work with the local SeaTech Program, a collaboration between the Walla Walla High School and Walla Walla Community College to meet with students. Officers provide classroom presentations to discuss career options and to explain the testing process. This program actively targets both police and corrections officers.

### **Section 7: Dissemination Strategy: Internal**

1. Distribute a copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an email to all employees and add an article in the Friday Feed to let employees know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the City's intranet service, an in-house electronic communication network.
4. Include a copy of the EEOP Utilization Report among the materials displayed in the City's Human Resources Department.

### **Section 7: Dissemination Strategy: External**

1. Post a copy of the EEOP Utilization Report on the City's public website.
2. Distribute a copy of the EEOP Utilization Report to the local public library for display in their reading rooms.
3. Include a statement on all job announcements for all positions that applicants may obtain a copy of the City's EEOP Utilization Report on request.
4. Notify all contractors and vendors that do business with the City of Walla Walla that a copy of the City's EEOP Utilization Report is available on request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Walla Walla County**  
**, Washington**

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 #/%	7/58%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,660/52%	130/4%	30/1%	0/0%	35/1%	0/0%	4/0%	1,130/35%	110/3%	20/1%	0/0%	45/1%	0/0%	40/1%
Utilization #/%	7%	4%	-1%	0%	-1%	0%	-0%	-2%	-3%	-1%	0%	-1%	0%	-1%
<b>Professionals</b>														
Workforce #/%	30/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/33%	4/8%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	1,980/36%	255/5%	40/1%	4/0%	55/1%	0/0%	70/4%	2,530/46%	330/6%	40/1%	0/0%	110/2%	25/0%	40/1%
Utilization #/%	22%	-5%	-1%	-0%	-1%	0%	-1%	-13%	2%	-1%	0%	-2%	-0%	1%
<b>Technicians</b>														
Workforce #/%	5/33%	3/20%	0/0%	0/0%	0/0%	0/0%	0/0%	6/40%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	875/36%	445/18%	0/0%	15/1%	30/1%	0/0%	20/1%	685/28%	300/12%	0/0%	0/0%	35/1%	0/0%	40/2%
Utilization #/%	-2%	2%	0%	-1%	-1%	0%	-1%	12%	-6%	0%	0%	-1%	0%	-2%
<b>Protective Services: Sworn</b>														
Workforce #/%	39/83%	3/6%	0/0%	0/0%	0/0%	0/0%	1/2%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	635/76%	30/4%	0/0%	0/0%	0/0%	4/0%	25/3%	65/8%	75/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	3%	0%	0%	0%	-0%	-1%	1%	-9%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	40/93%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	65/72%	0/0%	0/0%	0/0%	10/11%	0/0%	0/0%	15/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	5%	0%	0%	-11%	0%	0%	-14%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	7/13%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	36/68%	8/15%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	1,745/27%	355/6%	4/0%	4/0%	25/0%	0/0%	20/0%	3,285/51%	665/10%	30/0%	15/0%	155/2%	0/0%	110/2%
Utilization #/%	-14%	-4%	-0%	-0%	-0%	0%	-0%	17%	5%	-0%	-0%	-2%	0%	0%
<b>Skilled Craft</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 #/%	20/71%	5/18%	0/0%	0/0%	0/0%	0/0%	1/4%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,180/73%	320/20%	0/0%	10/1%	0/0%	0/0%	4/0%	45/3%	45/3%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	-2%	0%	-1%	0%	0%	3%	4%	-3%	-0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	32/67%	11/23%	0/0%	1/2%	1/2%	0/0%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,930/29%	3,190/31%	30/0%	0/0%	135/1%	0/0%	10/0%	1,900/19%	1,840/18%	15/0%	10/0%	60/1%	0/0%	75/1%
Utilization #/%	38%	-8%	-0%	2%	1%	0%	-0%	-12%	-18%	-0%	-0%	-1%	0%	-1%

### 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								✓						
Protective Services: Sworn									✓					
Protective Services: Non-sworn					✓			✓						
Administrative Support	✓													
Service/Maintenance								✓	✓					

### 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>POLICE SERGEANT</b>														
Workforce #/%	7/100%	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%
<b>POLICE CAPTAIN</b>														
Workforce #/%	2/100%	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%
<b>Police Chief</b>														
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%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	29/78%	3/8%	0/0%	0/0%	0/0%	0/0%	1/3%	4/11%	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.

*Spencer Taylor*      *HR Director*      *3/19/2024*  
[signature]                                      [title]                                      [date]

# City of Walla Walla – EEOP Utilization Report

March 18, 2024

## Step 4b Narrative Underutilization Analysis

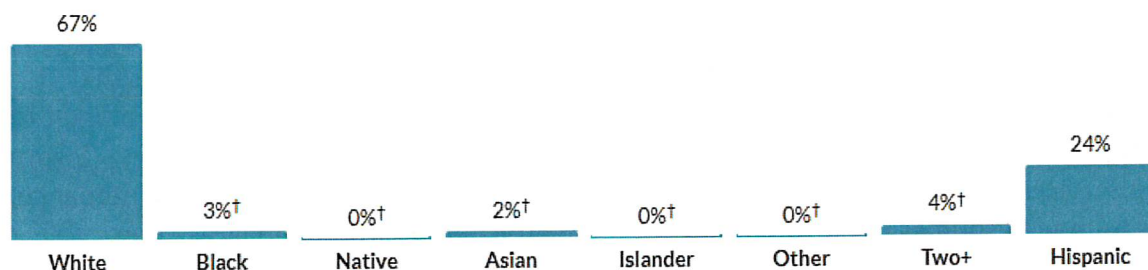
The Equal Employment Opportunity Program (EEOP) Utilization Analysis Chart evaluates the percentage of workforce employees based on gender and race/ethnicity with the labor market for the categories of: Officials/Administrators, Professionals, Technicians, Protective Services – Sworn, Protective Services – Non-sworn, Administrative Support, Skilled Craft, and Service/Maintenance. The City’s Human Resources Department reviewed the attached Utilization Analysis Chart comparing the City’s workforce to the relevant labor market and noted the following:

1. City-wide Male Analysis:
  - a. White males are significantly underrepresented in the Administrative Support category (-14%).
  - b. Asian males are significantly underrepresented in the category of Protective Services – Non-sworn (-11%).
  - c. Black or African American and Native Hawaiian or Other Pacific Islander males are not represented in any of the eight job categories.
  
2. City-wide Female Analysis:
  - a. White females are significantly underrepresented in the following categories of Professionals (-13%), Protective Services – Non-sworn (-14%), and Service/Maintenance (-12%).
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3. Police Department Analysis:
  - a. Most significant is the underutilization of Hispanic females (-9%) in the job category of (Protective Services: Sworn-- Patrol Officers).

In keeping with the City of Walla Walla’s commitment to having a workforce that reflects the community it serves; the Human Resources Department (HR) will examine its recruitment and retention practices to see if there may be ways to attract a more diverse workforce based on this analysis. The Walla Walla Police Department (WWPD) will re-examine its efforts to attract more Hispanic and female candidates to apply for entry-level patrol officer positions.

## Step 5 & 6: Objectives and Steps

### Race & Ethnicity



\* Hispanic includes respondents of any race. Other categories are non-Hispanic.

[Show data / Embed](#)

### City-wide Objectives:

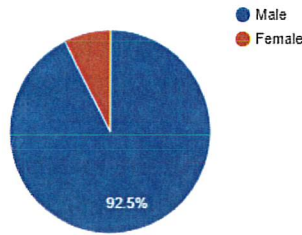
1. The Race & Ethnicity chart above is from the Census Reporter, ACS 2022 5-year census data. Identified in the chart is the minimal population pool to draw from in the categories of Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander. HR will conduct an evaluation of applicants' EEO forms over the past 12 months to identify the number of minority applications in these categories for regular full-time and part-time positions.
2. HR will conduct additional research to identify community resources, job boards, and posting sites to target minority groups more effectively within the next 3 months.

### WWPD Objectives:

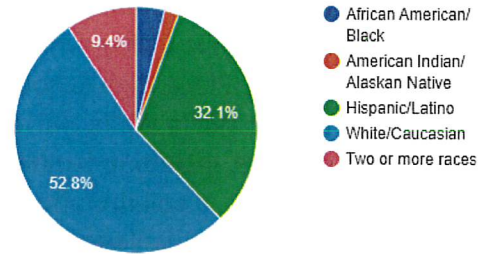
1. The WWPD began using Public Safety Testing (PST) for entry-level police officer recruitment in 2023. The chart below is a PST dashboard on the recruitment results from March 2023 to March 15, 2024. Applications for female officers are 7.5% of the total applications received. Regarding ethnicity, White/Caucasian applicants are 52.8% of applications received, with 32.1% Hispanic/Latino applicants, 9.4% for Two or more races applicants, and the categories for African American and American Indian/Alaskan Native add up to 5.7% of applications received.

In the past year, the WWPD has successfully hired eight police officers, including two females and one male Hispanic/Latino. The WWPD is committed to improving recruitment and retention efforts to promote a diverse workforce of sworn police officers with special emphasis on increasing Hispanic and female candidates.

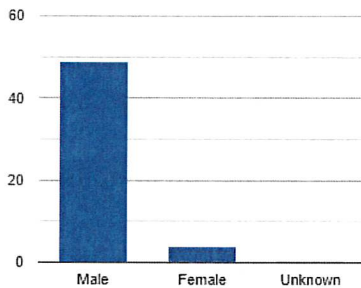
Gender



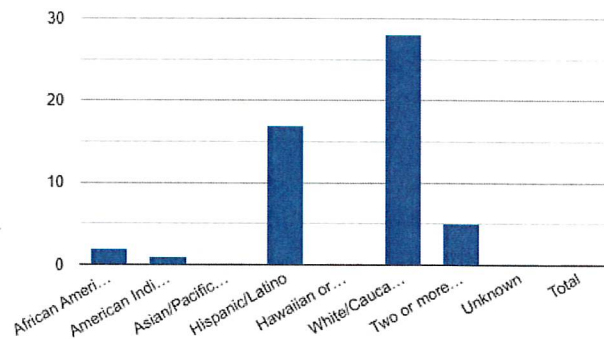
Ethnicity



Gender



Ethnicity



2. Identify any barriers in recruitment that might deter Hispanic women from applying for entry-level Police officer positions.
  - a. The WWPD will arrange to meet with female recruits to find out how they learned about the opportunity to become a WWPD officer. The WWPD will also inquire as to whether anything in the recruitment or training process might be changed to encourage more females to become WWPD officers. Based on their feedback, the WWPD will reexamine its outreach and training efforts and develop a revised outreach program within six months.
  - b. Building on the City’s already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the WWPD will review the comments from all female patrol officers who voluntarily leave the WWPD to review how its employment policies may affect the recruitment and retention of female patrol officers.
  
3. Target Hispanic and White females in police recruitment campaigns.
  - a. The WWPD has developed a Recruitment Committee that includes female and Hispanic/Latino officers to provide outreach, informational meetings, and presentations to various groups to highlight career opportunities for women and minorities as sworn officers. Informational meetings are offered to interested citizens and potential applicants to present information on law enforcement careers and to demystify the testing process. Applicants are assisted with test preparation for both written and physical agility and may participate in a ride-along with a current police officer.

- b. To attract female, Hispanic/Latino, and other minority recruits, the WWPD Recruitment Committee participates in various local job fairs and career days in the Walla Walla Valley, which may include Walla Walla High School, SeaTech Program, College Place High School, Walla Walla Community College, Whitman College, and/or Walla Walla University.
- c. Officers, including female and Hispanic/Latino officers, work with the local SeaTech Program, a collaboration between the Walla Walla High School and Walla Walla Community College to meet with students. Officers provide classroom presentations to discuss career options and to explain the testing process. This program actively targets both police and corrections officers.

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

1. Distribute a copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an email to all employees and add an article in the Friday Feed to let employees know that a copy of the EEOP Utilization Report is available on request.
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4. Include a copy of the EEOP Utilization Report among the materials displayed in the City's Human Resources Department.

#### **Step 7b: External Dissemination**

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