

# EEOP Short Form



Tue Apr 24 12:29:27 EDT 2012

## Step 4b: Narrative Underutilization Analysis

The Kentucky State Police (KSP) is a law enforcement agency that prides itself on attracting the best individuals to become law enforcement personnel. After reviewing the Utilization Analysis Chart, KSP made the following observations:

KSP was very close in being representative of the Kentucky in most categories.

However, much more must be done to attract women into every aspect of our agency. White women were (-49%) in the category Protective Service: Non-Sworn, (-17%) Administrative Support, (-25%) Service Maintenance, (-34%) Protective Service: Sworn Patrol Officers, (-13%) Officials/Administrators, (-19) Technicians, (-10%) Protective Services: Sworn Officials, and (-6%) Skilled Craft. African-American women were also under represented, most significantly (-9%) in the category Protective Services: Non-Sworn.

KSP will continue to study and analyze recruitment methods to guarantee that KSP represents its community in the workforce.

## Step 5 & 6: Objectives and Steps

### 1. Target White and African-American Women in Kentucky State Police Recruitment Efforts

- a. The KSP Recruitment Branch will continue to attend every job fair available in the communities as funds allow to recruit prospective recruits. The Recruitment Branch will continue to attend job fairs that have an emphasis on minorities in Kentucky Communities.
- b. The KSP Recruitment Branch will continue to approve its media materials to encourage minorities, especially women to apply for a position within KSP.

### 2. Understand what barriers if any are deterring White Women and African-American Women from applying for KSP Positions: Law Enforcement or Civilian.

- a. KSP will research other law enforcement agencies and analyze their successes in recruiting women to their agency and format a plan that will determine how to attract more white and African-American women to the agency.
- b. KSP will interview past and present women that were employed by KSP to identify what barriers keep women from applying for a position with KSP.

## Step 7a: Internal Dissemination

1. Have an electronic copy of the EEOP Short Form available on our Public Drive that will allow KSP personnel to view the form at any time.
2. Send an e-mail to KSP employees that will let them know the location of the electronic copy of the EEOP Short Form. The e-mail will also allow an electronic copy to be e-mailed to any KSP employee at their request.
3. All supervisory personnel will be given a hard and electronic copy of the EEOP Short Form.

## Step 7b: External Dissemination

1. Allow the public to view the EEOP Short Form on our public website.
2. Send out a press release that will let the media, public, and prospective recruits where they can find the EEOP on our website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Kentucky**

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
<b>Officials/Administrators</b>														
Workforce #/%	22/73%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	7/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	136,845/59%	1,035/0%	3,635/2%	240/0%	1,470/1%	55/0%	260/0%	83,960/36%	495/0%	4,385/2%	125/0%	635/0%	40/0%	230/0%
Utilization #/%	15%	-0%	2%	-0%	-1%	-0%	-0%	-13%	-0%	-2%	-0%	-0%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	95/31%	0/0%	6/2%	0/0%	0/0%	0/0%	0/0%	199/65%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	109,540/38%	1,275/0%	4,810/2%	240/0%	3,755/1%	15/0%	420/0%	152,835/54%	1,080/0%	8,405/3%	305/0%	1,905/1%	30/0%	390/0%
Utilization #/%	-7%	-0%	0%	-0%	-1%	-0%	-0%	12%	-0%	-2%	-0%	-1%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	61/58%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	40/38%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,785/35%	130/0%	715/2%	35/0%	90/0%	0/0%	45/0%	25,975/57%	200/0%	2,010/4%	55/0%	175/0%	0/0%	50/0%
Utilization #/%	23%	-0%	-1%	-0%	-0%	0%	1%	-19%	-0%	-3%	-0%	-0%	0%	-0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	220/94%	1/0%	4/2%	0/0%	0/0%	0/0%	0/0%	7/3%	0/0%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	21,770/77%	255/1%	1,700/6%	50/0%	50/0%	0/0%	30/0%	3,650/13%	29/0%	620/2%	4/0%	0/0%	0/0%	10/0%
Utilization #/%	17%	-0%	-4%	-0%	-0%	0%	-0%	-10%	-0%	-2%	-0%	0%	0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	791/93%	5/1%	28/3%	0/0%	4/0%	0/0%	0/0%	19/2%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	115,130/54%	2,590/1%	7,920/4%	280/0%	535/0%	50/0%	300/0%	77,370/36%	980/0%	7,220/3%	145/0%	440/0%	30/0%	270/0%
Utilization #/%	39%	-1%	-0%	-0%	0%	-0%	-0%	-34%	-0%	-3%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</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	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 #/%	87/86%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	735/29%	4/0%	60/2%	0/0%	0/0%	0/0%	0/0%	1,480/58%	0/0%	230/9%	20/1%	4/0%	0/0%	0/0%
Utilization #/%	57%	1%	1%	0%	0%	0%	0%	-49%	0%	-9%	-1%	-0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	137/50%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	132/48%	0/0%	2/1%	2/1%	0/0%	0/0%	0/0%
CLS #/%	119,535/27%	1,370/0%	8,235/2%	250/0%	805/0%	35/0%	390/0%	287,395/65%	2,360/1%	21,745/5%	490/0%	1,570/0%	50/0%	625/0%
Utilization #/%	23%	-0%	-1%	-0%	-0%	-0%	-0%	-17%	-1%	-4%	1%	-0%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	14/100%	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%
CLS #/%	200,110/88%	2,745/1%	7,145/3%	510/0%	375/0%	35/0%	265/0%	13,400/6%	155/0%	1,100/0%	60/0%	180/0%	15/0%	55/0%
Utilization #/%	12%	-1%	-3%	-0%	-0%	-0%	-0%	-6%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	21/84%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	313,450/51%	10,555/2%	31,020/5%	745/0%	1,775/0%	95/0%	1,095/0%	226,850/37%	3,385/1%	26,625/4%	700/0%	2,070/0%	65/0%	645/0%
Utilization #/%	33%	-2%	-1%	-0%	-0%	-0%	-0%	-25%	-1%	-4%	-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
<b>Professionals</b>	✓				✓									
<b>Technicians</b>								✓						
<b>Protective Services: Sworn-Officials</b>			✓					✓		✓				
<b>Protective Services: Sworn-Patrol Officers</b>								✓		✓				
<b>Protective Services: Non-sworn</b>								✓		✓				
<b>Administrative Support</b>								✓		✓				

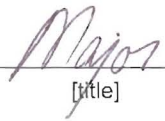
### Law Enforcement Category Rank Chart

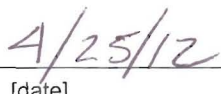
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Lieutenant Colonel</b>														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</b>														
Workforce #/%	9/100%	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>Captain</b>														
Workforce #/%	26/93%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>														
Workforce #/%	53/95%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>														
Workforce #/%	130/95%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	791/93%	5/1%	28/3%	0/0%	4/0%	0/0%	0/0%	19/2%	0/0%	1/0%	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 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.

  
[signature]

  
[title]

  
[date]

	<b>GENERAL ORDER AM-D-3</b>			
	<b>EQUAL EMPLOYMENT OPPORTUNITY PROGRAM</b>		EFFECTIVE DATE 12/05/95	REVISION DATE 11/19/04
	REFERENCES Civil Rights Act 1964 KRS 18A.140	KY Civil Rights Act KRS chapter 344 104 KAR 1:050 AM-C-7	CALEA STANDARDS 31.2.3	DISTRIBUTION All Personnel
				REPORT: <input type="checkbox"/>

**POLICY**

Title VII of the Federal Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex, or national origin. Subsequent federal enactment's extend the protected classes to include age 40 and above, Vietnam War Veterans and persons with disabilities. Kentucky Civil Rights Act, KRS Chapter 344, expands protected classes further, to include persons with status as a smoker, though in compliance with workplace smoking rules, and prohibits retaliation against person who have filed a complaint or assisted someone else in filing a complaint.

The Kentucky State Police is obligated and dedicated to ensure that applicants, employees, and recipients of services provided by the Kentucky State Police are in an environment free of discrimination and harassment by all parties.

**DEFINITIONS**

- A. **Discrimination:** Unequal treatment of someone because of a class or group of people to which they belong. The Kentucky State Police strictly prohibit job discrimination based on membership in any of the legally protected classes.
- B. **Affirmative Action:** Taking aggressive and positive steps to ensure equal employment opportunity for all citizens.
- C. **Retaliation:** Verbal or physical threats against the complainant or a witness; denial of an employment benefit to which the employee is entitled; spreading of rumors about an employee; or, encouraging hostility from co-workers.
- D. **EEOC Coordinator:** Responsibility for KSP Department EEO Coordinator duties is held by the Human Resource Commander.

**SUPERVISOR RESPONSIBILITY—EEOC**

- A. Ensure all employees have reviewed and have continued access to the EEOC Policy. **AM-D-3** shall be posted in central locations at all KSP work sites.
- B. The supervisor whom the complaint is filed with shall take the following steps:



1. Ask the employee to complete the EEOC Complaint Form, KSP-155. If the employee refuses to complete the form the supervisor will complete the form to the best of their ability using the information provided to them verbally using the KSP-155.
2. The supervisor shall immediately forward the completed EEOC Complaint Form (KSP-155) to the Commander of their branch/Post
3. The Commander will immediately forward a copy to the Departments EEO Coordinator.

#### **EEO DEPARTMENT COORDINATOR RESPONSIBILITIES**

- A. Upon receipt of the EEO complaint the Coordinator shall immediately forward the complaint to the Commissioner to initiate an investigation.
- B. The EEO coordinator shall advise the employee of the Departments EEO process.
- C. A determination will be made within thirty (30) calendar days of receipt of the complaint. The employee who filed the complaint shall be notified in writing of the results of the investigation.
- D. The Commissioner shall initiate appropriate action to remedy any violation identified, including disciplinary action when warranted.

#### **EMPLOYEE RESPONSIBILITY—EEOC**

- A. It is the responsibility of the employee to report activities or policies that are believed to be discriminatory to their immediate supervisor. If a complaint through the immediate supervisor appears inappropriate, the complaint should be filed with the next line supervisor.
- B. In the event that an employee feels as though he has been discriminated against on the basis of a protected class, he has the right to file a discrimination complaint.
  1. An employee has three (3) alternative methods under Chapter 18A of the Kentucky Revised Statutes, these are:
    - a. Grievance – must be filed within thirty (30) days of the incident.
    - b. Kentucky State Police EEO Complaint processes – must be filed within one hundred and eighty (180) days of the incident.
    - c. Kentucky Personnel Board Appeal – must be filed within sixty (60) days of the incident.
  2. In addition, there are two external avenues through which an employee may file a discrimination complaint:
    - a. Equal Employment Opportunity Commission – must file complaint within three hundred (300) days from the incident. This agency is located in Louisville and can be reached at (502) 588-6082.

- b. Kentucky Commission on Human Rights – must file complaint within one hundred and eighty (180) days of the incident. This agency is located in Lexington and can be reached at (859) 252-4931.
- C. Upon receipt of the investigation results, if the employee is dissatisfied with either the investigation or the resolution of the complaint, they may file their complaint with the Equal Employment Opportunity Commission, the Human Rights Commission, and/or other administrative bodies responsible for dealing with discrimination complaints.
- D. An employee may use reasonable amount of time and state resources to inquire regarding rights and responsibilities pursuant to Equal Employment Opportunity. However, at the point that the inquiry escalates to a grievance, appeal or complaint, the employee must pursue the matter on his own time using his own resources. (Reference Ethics Commission Advisory Opinion 99-24).

### **SEXUAL HARASSMENT STATEMENT**

- A. Sexual Harassment is a form of sexual discrimination prohibited by federal law in Section VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) and 29 C.F.R. 1604.11. Such conduct is also a violation of state law, KRS 344.040(1), KRS 18A.140 and 104 KAR 1:050 Section 2. The Kentucky State Police shall not tolerate Sexual Harassment. The Department prohibits offensive or inappropriate conduct at work before the conduct rises to the level set by 29 C.F.R. 1604.11. It is a form of misconduct and such behavior shall result in disciplinary action up to and including involuntary termination. Employees shall not be subjected to and shall not subject anyone to, unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, in the workplace.
- B. Prohibited Activities. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful. Sexual harassment includes, but is not limited to:
  - 1. The unwelcome touching of another person,
  - 2. The making of advances or requests for sexual favors,
  - 3. The use of sexually-explicit, suggestive or abusive language,
  - 4. The making of sexually-suggestive or degrading remarks about a person or about a person's body or clothing,
  - 5. The display of sexually explicit or suggestive literature, pictures, photographs or objects. Use of computer to transmit, solicit, display or download an obscene message or material, which violates General Order **AM-C-7**.

### **EMPLOYEE RESPONSIBILITY—SEXUAL HARASSMENT**

- A. If an employee is subjected to sexual harassment or other prohibited behavior the employee should report harassment *before* it becomes severe or pervasive.
- B. If an employee is subjected to sexual harassment or other prohibited behavior, the following steps should be taken.
  - 1. The employee is encouraged to tell the harasser the specific behavior that is offensive or unwelcome and to stop either in person or in writing.
  - 2. Report the harassment to a supervisor or the Departments EEO Coordinator in writing. The report shall include exactly what occurred, including the date, time and place of the occurrence. The employee shall also include the name of any witness who was present or may have seen or heard the incident.
  - 3. This information should be documented and submitted on the KSP-155: EEOC Complaint Form.

### **SUPERVISOR RESPONSIBILITY—SEXUAL HARASSMENT**

- A. The supervisor to whom the complaint is filed shall take the following steps:
  - 1. Take the complaint from the employee encouraging them to put it into writing, using the KSP-155: EEOC Complaint Form. If the employee refuses to put the complaint in writing, the supervisor will write the complaint to the best of their ability using the information provided to them verbally and also using the KSP-155.
  - 2. Inform the employee reporting the alleged harassment that regardless of whether they want KSP to investigate or not, that KSP is required by federal statute to follow through **with or without** their assistance, with the investigation.
  - 3. Inform the employee that KSP will protect the confidentiality of a harassment allegation to the extent possible but can not guarantee complete confidentiality, since an effective investigation can not be completed without revealing certain information to the alleged harasser and potential witnesses.
  - 4. Inform the alleged victim that KSP will not tolerate retaliation to an employee because they made a report of harassment or assisted with an investigation and any violation by any employee of this should be brought immediately to the attention of a supervisor or the Departments EEO Coordinator.
  - 5. The supervisor shall immediately forward the completed sexual harassment complaint/KSP-155 to the Commander of their Branch/Post
  - 6. The Commander will immediately forward a copy to the Departments EEO Coordinator.
- B. Inaction by any supervisor in receiving a complaint could lead to employer liability and shall result in disciplinary action up to and including involuntary dismissal.

### **EEO DEPARTMENT COORDINATOR RESPONSIBILITIES**

- A. Upon receipt of the sexual harassment complaint the Department EEO Coordinator shall immediately forward the complaint to the Commissioner to initiate an investigation. The EEO Coordinator shall advise the employee of the Departments process.
- B. A determination shall be made within thirty (30) calendar days of receipt of the complaint. The employee who filed the complaint and the alleged harasser shall be notified in writing of the results of the investigation.
- C. The Commissioner shall initiate appropriate action to remedy any violation identified, including disciplinary action when warranted.

I, \_\_\_\_\_  
(Print Name)

acknowledge that I have received, reviewed and been given the opportunity to ask questions, if necessary, to fully understand the contents of this General Order.

\_\_\_\_\_  
Signature Date

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**Send to:**

**Human Resources Branch**  
919 Versailles Road  
Frankfort, Kentucky 40601  
Attention: Employee Records



STEVEN L. BESHEAR  
GOVERNOR

EXECUTIVE ORDER

Secretary of State  
Frankfort  
Kentucky

2008-473

June 2, 2008

**RELATING TO EQUAL EMPLOYMENT OPPORTUNITIES  
AND NON-DISCRIMINATION IN EMPLOYMENT  
IN KENTUCKY STATE GOVERNMENT**

**WHEREAS**, the Government of the Commonwealth of Kentucky exists to serve equally all of the people of the Commonwealth; and

**WHEREAS**, equal employment opportunity for all persons should be an integral part of our state government employment system, affording fair treatment relating to any employment action, benefit or condition of employment; and

**WHEREAS**, the fair and equitable treatment of all employees of and applicants for employment with the government of the Commonwealth of Kentucky is essential to the effective operation of state government;

**NOW, THEREFORE**, I, Steven L. Beshear, Governor of the Commonwealth of Kentucky, by virtue of authority vested in me by Sections 81 and 69 of the Constitution of Kentucky, KRS 12.080 and the laws of Kentucky, do hereby order and direct the following:

1. This Executive Order applies to all applicants for positions within and employees of the program cabinets and the administrative bodies attached to the program cabinets or attached directly to the Governor's Office in the Executive Branch of the government of the Commonwealth of Kentucky as provided in KRS Chapter 12, et. seq.

2. It shall be the policy of the Commonwealth of Kentucky to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability or veteran status. Employer-employee relations shall include but not be limited to hiring, promotion, termination, tenure, recruitment and compensation.



STEVEN L. BESHEAR  
GOVERNOR

EXECUTIVE ORDER

Secretary of State  
Frankfort  
Kentucky

2008-473

June 2, 2008

3. The affirmative action plan for Kentucky state government adopted by Executive Order 84-549 and Executive Order 96-612, which committed the state to secure for its employees equal employment opportunities and freedom from discrimination and harassment, shall be in full force and effect except as specifically modified herein. The provisions of Executive Order 2006-402 are hereby rescinded and declared to be null and void.

4. The Secretary of the Personnel Cabinet in conjunction with the Governor's Executive Cabinet shall take all steps necessary to implement this Order.

A handwritten signature in black ink, appearing to read "Steven L. Beshear", written over a horizontal line.

STEVEN L. BESHEAR, Governor  
Commonwealth of Kentucky

A handwritten signature in black ink, appearing to read "Trey Grayson", written over a horizontal line.

TREY GRAYSON  
Secretary of State

RECEIVED AND FILED

DATE 6/2/08

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TREY GRAYSON  
SECRETARY OF STATE  
COMMONWEALTH OF KENTUCKY  
BY *R. Follen*