

Texas Department of Public Safety
Equal Employment Opportunity Statement and Department Recruitment Plan

Statement of Commitment

As an employer, the Texas Department of Public Safety welcomes the opportunity to affirm our continuing policy to provide equal employment and advancement opportunities to all people, without regard to race, national origin, gender, religion, age, disability or color. The Department is dedicated to establishing a work environment that is free from discrimination.

Through dedicated recruitment efforts, the Department strives to mirror Texas' available workforce in all equal employment (EEO) categories.

Equal Employment Opportunity

It is the policy of the Department that all employees and applicants for employment are guaranteed equal employment opportunity. Essentially, this means that we will not discriminate against any worker or job applicant on the basis of race, color, religion, gender, age, national origin or disability.

Recruitment, selection, placement, transfer, promotion, reinstatement, training and education, tuition assistance, compensation and layoff decisions made by the Department will be based upon the job-related criteria only. Employees who apply for promotions or transfers will be given equal consideration.

It is our policy that supervisors and managers shall be made aware that they must use only objective, job-related criteria when selection workers for any employment-related action, including hiring, training, promotions and terminations. They shall receive initial training and periodic refresher courses in administering the Department's equal employment opportunity policy.

All DPS employees will be provided training regarding their rights under basic employment laws and information regarding the Department's policies and procedures in regard to equal employment opportunity, sexual harassment prevention and discrimination and retaliation prohibitions. All employees will receive refresher training every two years as required by §21.010 of the Texas Labor Code.

All other personnel policies and practices of the Department, including compensation, discipline, safety and health programs, and any other employment activity not specifically mentioned, will be administered and conducted without regard to an individual's race, color, religion, gender, age, national origin or disability.

To the extent possible, reasonable accommodation shall be made for religious needs and for individuals with disabilities. As an employer, we will continually review our personnel practices and procedures to ensure that all supervisors and managers are adhering to our commitment to Equal Employment Opportunity principles, but our commitment extends beyond current practice and procedure. The Department will exercise good faith efforts to provide hiring and promotional opportunities for members of target groups, including minorities and women,

persons with disabilities and veterans by developing, maintaining, and promoting a Recruitment Plan.

Recruitment Plan

The foundation of the agency's recruitment plan is one that will ensure the fullest participation of all covered classes. The Department will achieve this through a focused community outreach program that includes the utilization of non-traditional recruiting sources.

The Recruiting Coordinator and other Human Resources Bureau staff charged with recruiting or related duties will work with the EEO Officer to ensure that job announcements are made available to a wide range of recruiting sources. Supervisors who wish to post job announcements will be encouraged to publish them with closing dates so that there is ample time for the announcement to be distributed to recruitment sources targeting African Americans, Hispanic Americans, female, and other minority groups. Notices of vacancies will be posted in accordance with State of Texas posting rules.

Regional Recruiting Coordinators

Regional Commanders will be responsible for commissioned personnel recruiting activities and applicant screening in their respective regions. The Regional Commanders will assign an officer of sufficient rank to perform the additional duty of a Regional Recruiting Coordinator. The Regional Recruiting Coordinators will supervise the day-to-day recruiting and applicant screening activities within the regions. The assigned Coordinator will coordinate recruiting activities, ensure that recruiting efforts are consistent with those of the agency as a whole, supervise and schedule work activities of local Department Recruiters assigned to the region, and assist with recruiting campaigns.

Recruiting Efforts

Recruiting methods for all positions will include, but will not be limited to the following:

- DPS Recruiting website
- Military Times (magazine & online)
- E.O.E. Journal Diversity (Newspaper issue & online)
- Job Finder USA
- American Police Beat
- Officer.com
- Multi-Media Employment Advertising
- The Monitor
- San Antonio Express News
- Participation in career days and job fairs.
- Notification to community organizations and education/training facilities as employment opportunities are available.
- Participation in school activities that help promote careers within the Department.
- Employee involvement in community activities that promote the Department and foster a positive image for DPS.
- Continual expansion and updating of the list of recruiting sources, including appropriate points of contact. (Emphasis will be placed on sources providing referral services to females and minorities)
- Placement of advertisements in any other publications whose readership includes a high percentage of the under-represented target groups.

When recruiting for commissioned positions, the following additional actions will be taken:

- Before each scheduled Recruit School, the Recruiting Coordinator will review the workforce utilization analysis to determine which groups are under-represented in the *Protective Services* category. (As noted in the DPS HR Report)
- The Recruiting Coordinator and Regional Recruiters will determine a plan of action to target specific under-represented groups.
- Recruiting efforts for Trooper-Trainees will include placing public service announcements with television and radio stations across the State as budget allows; talking to community groups; contacting schools with high minority and/or female enrollments and other options as determined by the Recruiting Coordinator, the Regional Recruiters, the EEO Officer or the Department.

EEO Categories

(The following list includes but is not limited to these examples)

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| Officials/Administration | Director, Deputy Directors, Chief of Staff, Asst. Directors, Deputy Asst. Directors, Regional Commanders, Majors, Commanders, Asst. Commanders, Deputy Administrators, Senior Managers, Ombudsman, Equal Employment Opportunity Officer, Director – Human Resources, General Counsel, Inspector General, Government Relations and Public Information Officer. |
| Professionals | Captains, Lieutenants, Managers, Asst. Managers, attorneys, staff psychologist, psychological services, criminalists, network specialists, auditors, and accountants |
| Technicians | Sergeants, Police communication operators, latent print technicians, commercial vehicle enforcement inspectors, programmers (I-IV), graphic designers and crime scene photographers. |
| Administrative Support | Clerks, secretaries, administrative assistants, data entry operators and record technicians. |
| Skilled Craft | Print shop workers, field and headquarter building maintenance and fleet shop workers. |
| *Service/Maintenance | First line commissioned peace officers and security personnel, driver license technicians/examiners, custodians, groundskeepers and cafeteria workers. |

** Protective Services and Para-professional categories are now combined with the Service/Maintenance for the DPS Utilization report (Step 4A). Prior to 2005, these categories were reported as separate groups; and once again these job categories are not contained in the Bureau of Labor statistics, Geographic Profile of Employment and Unemployment, 2004*

* For recruiting purposes, DPS will continue to track and report Protective Service Workers in a separate category.

Continued Review of Agency Statistics

At the beginning of each fiscal year, the EEO Officer and the Recruiting Coordinator will review workforce statistics to determine the Department's under-represented EEO categories and to assess the effectiveness of targeted efforts during the previous fiscal year. Adjustments will be made to the plan, as needed, to ensure that appropriate effort is made to address the under-represented categories.

Equal Employment Opportunity Statement and Recruitment Plan Communication

The Equal Employment Opportunity Policy Statement and the Department Recruitment Plan shall be communicated to all supervisors and managers. It shall also be posted conspicuously in areas where applicants are typically screened, interviewed and tested. It will be included on the Department's website. The intent of this communication of the Policy Statement is to ensure that all of the Department's employees are aware of the Department's efforts pertaining to equal employment opportunity and job applicants are informed of our commitment.

To further emphasize the Department's commitment to this policy, the statement "Equal Employment Opportunity Employer" shall be utilized in recruitment advertisements and literature.

EEO Complaint Handling Procedures

It is the Department's policy to regularly inform employees about the complaint process that is available for handling complaints of discrimination or other EEO-related problems. Any DPS employee who has equal employment-related questions, problems or complaints may communicate his/her concern to the immediate supervisor, any supervisor in the chain-of-command, any supervisor within the Department, the Ombudsman, or the Equal Employment Opportunity Officer. All complaints will be handled fairly and expediently. It is the Department's policy that no employee shall suffer reprisal for seeking resolution of a problem through this procedure.