



## *Cumberland Police Department*

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# **Recruitment & Equal Employment Opportunity Plan 2023-2025**

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### **CUMBERLAND POLICE MISSION STATEMENT:**

To provide professional police service in our diverse and growing community through a spirit of cooperation and communication; enhancing the quality of life through impartial enforcement of the law and recognizing the changing face of our nation, emphasizing the highest level of integrity and ethical standards.

### **RECRUITMENT PLAN STATEMENT:**

The Cumberland Police Department is committed to providing high-quality police service to our community through professional, well-trained individuals working together. Selecting the best people to be our community's police is essential to the make-up of the Cumberland Police Department and the fundamental aim of a recruiting program.

Sir Robert Peel said, "The police are the people, and the people are the police." For a police service to be an integral part of the community and for the community to identify with its officers, it would be advantageous for the service to represent the demographic composition of the community it serves.

A proactive, positive approach to police recruiting is necessary to attract quality applicants' representative of the demographics of Cumberland to our recruiting pool. Recruiting is conducted when needed to maintain service strength and will be in accordance with Cumberland Police Department policies and procedures. Evaluation of this recruiting plan may cause this plan and our policy to be revised.

## **TOWN OF CUMBERLAND STATISTICS:**

### ***Geography:***

According to the United States Census Bureau, the town has a total area of 28.3 square miles (73.2 km<sup>2</sup>), of which 26.4 square miles (68.5 km<sup>2</sup>) is land and 1.8 square miles (4.7 km<sup>2</sup>), or 6.40%, is water.

Cumberland is the easternmost town along the state's northern border with Massachusetts. Cumberland borders the Rhode Island cities of Woonsocket to the northwest, Central Falls to the south, and the town of Lincoln to the west. Cumberland also borders the Massachusetts town of Wrentham to the north, Plainville to the east, and the Massachusetts cities of North Attleboro to the east and Attleboro to the southeast.

### ***Demographics:***

As of the 2020 census, there were 36,405 people, and 13,649 households in the town. The population density was 1,374 people per square mile (489.1/km<sup>2</sup>). There was a 78.2% owner-occupied housing unit rate. The racial makeup of the town was 87.4% White, 8.2% Hispanic or Latino, 3.1% Asian, 2.3% African American, 0% Native American/Pacific Islander, and 4.1% from two or more races.

## **RECRUITMENT PLAN:**

### ***Objectives:***

- Increase applicant rates.
- Reduce the statistical difference of underrepresented groups in the Cumberland Police workforce versus the community we serve.
- Increase the number of qualified female and minority applicants.
- Provide equal employment opportunity by taking the necessary steps to eliminate barriers in the recruiting process.
- Conduct recruitment testing in a fair and impartial manner.

### ***Strategies:***

- Creatively strategize ways to seek out qualified candidates and generate interest in the department.
- Minorities and women will be depicted in the law enforcement role in department publications whenever possible to encourage potential female and minority candidates.

- The Captain of Administration will participate in information sessions and career fairs to encourage potential candidates.
- The Chief and/or command staff will work with groups in the community representing the community diversity to build relationships and encourage potential candidates.
- The Cumberland Police Department will share recruitment advertisements that would better reach targeted groups and job posting boards at local colleges and universities as well as the RI Department of Labor website.
- Advertising will include that the Cumberland Police Department is an equal opportunity employer.
- Use recruitment resources such as faith-based community leaders, Colleges and Universities, special events (parades and festivals), media advertising.

***Plan Evaluation:***

An annual review and analysis of this plan will be conducted regardless of whether there was an actual recruitment during that year.

The Recruitment/EEOP Plan will be revised and reissued for the next three-year period with any modifications necessary to the policy.

Revision and reissue of the plan may be done on as needed criteria.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The Cumberland Police Department is an Equal Employment Opportunity employer.

It is the policy of the Cumberland Police Department to identify and employ the best-qualified individuals to perform the tasks and functions of the department without regard to race, color, religion, sex, age, national origin or physical disability.

The department prohibits discrimination against any person in recruitment, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration for reasons of political or religious opinions, affiliations, or because of race, color, national origin, physical disability or age, except where specific age or physical requirements constitute a bona-fide occupational qualification necessary to properly and efficiently perform the functions of the job.

It is the policy of the department to actively encourage women and minorities to apply for employment in all positions within the department. The department maintains an Equal Employment Opportunity plan through which management assures that all persons have equal opportunities in recruitment, selection, appointment, promotion, training, discipline and related areas.

It is the responsibility of each member of the department to ensure equal opportunity and to maintain a non-discriminatory work environment. The Chief of Police is responsible for administering the department's equal employment opportunity program and is responsible for reviewing the department's employment policies, practices and procedures relevant to their impact on the employment and utilization of minorities and women.

Members of the department and job applicants are encouraged to report any alleged acts of employment discrimination to their superiors in the chain of command or directly to the Chief of Police. No person will be subject to retaliation of any kind for having made a complaint, or for having assisted in any manner with the pursuit or investigation of a complaint.

The Cumberland Police Department acknowledges that the race, color, religion, sex, national origin, handicap, or age of an individual should not serve as a barrier to his or her equal opportunity for employment.

State and Federal laws and regulation bar discrimination in employment. Notably, the Equal Pay Act of 1963, the Civil Rights Act of 1964, Presidential Executive Order 11246, the Age Discrimination Act of 1969, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 prohibit employment discrimination based on race, color, religion, sex, national origin, age, or handicap. Under the 1972 amendments to Title VII of the Civil Rights Act of 1964, coverage was extended to all state and local governments, governmental agencies and political subdivisions. The Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities.

The Cumberland Police Department recognizes that the mere elimination of discriminatory barriers to employment is often not in itself sufficient to provide equal opportunities. Consciously or unconsciously, practices or conditions may exist which adversely affect the employment opportunities of entire groups of people, most notably women, members of minority groups, and handicapped persons.

A plan for equal employment opportunity will be adopted by the Cumberland Police Department to support and fulfill the Town of Cumberland's commitment to equal employment opportunity through positive and aggressive measures.

As part of its Equal Employment Opportunity Plan, the Cumberland Police Department will develop, implement and maintain specific, comprehensive plans relating to the recruitment, selection, promotion, training, and retention of personnel. This plan shall ensure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation.

## **WORKFORCE ANALYSIS:**

### ***Service Population and Department Composition:***

Table A provides an analysis of the population make up by the variable of race based upon the 2010 Census, the most recent data available. The dominant racial group living within the service area (Town of Cumberland) is whites. Given the predominance of whites, there is no dominant minority group.

**Table A**

Census Profile of Population by Race

Source: 2020 Census

Population by Race	Town of Cumberland	
	Number	Percentage
White	30,556	83.7%
Black	840	2.3%
Asian	1,132	3.1%
American Indian	0	0%
Two or more races	1,497	4.1%
*Hispanic	2,993	8.2%
Total Population	36,506	100%

\*The Census Bureau does not consider Hispanic or Latino a race, but rather an ethnic group.

**Table B**

Table B represents the composition of the Cumberland Police Department by the variable of race. (As of 11/30/23)

Personnel by Race or Ethnic Group	Cumberland Police Department
White	43
Black	0
Asian/Pacific Islanders	0
American Indian	0
* Hispanic	*1
Some other race	0
Total Minorities	1

<b>Total Personnel</b>	<b>44</b>
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\*The Census Bureau does not consider Hispanic or Latino a race, but rather an ethnic group.

**Table C**

Table C analyzes the composition of the Cumberland Police Department along the variables of sex, race and employee category.  
(As of 11/30/23)

CATEGORY	MALES				FEMALES			
Sworn Personnel:	White	Black	Hisp.	Other	White	Black	Hisp.	Other
Executives (Chief/Deputy)	2	0	0	0	0	0	0	0
Command (Cpt/Lt)	6	0	0	0	1	0	0	0
Supervisor (Sgt)	9	0	0	0	0	0	0	0
Officers (Ptl/Det)	24	0	1	0	2	0	0	0
<b>Subtotal</b>	<b>41</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
Non-Sworn Personnel:	White	Black	Hisp.	Other	White	Black	Hisp.	Other
Dispatchers	8	0	0	0	3	0	0	0
Administrative Support	0	0	0	0	3	0	0	0
Service Maintenance	1	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>50</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>

The following observations may be made from Table C:

***Workforce Analysis:***

- There is one command staff level female officer.

***Underutilization Analysis:***

Minorities are underutilized in the following categories:

- Protective Sworn
- Administrative Support

## **ADDRESSING UNDERUTILIZATION:**

### ***Recruitment and Advertising:***

It is the policy of the Cumberland Police Department to seek out and employ well-qualified individuals to perform the tasks and functions of the department to the greatest practical benefit of the Town residents, businesses, and institutions. Furthermore, it is our policy to treat each person with the respect, dignity and integrity due to him or her as an individual.

The Recruitment Policy will set forth specific measurable methods of advertising and disseminating recruitment information. Methods will be designed to specifically target groups that have been determined to be underutilized by the Cumberland Police Department.

### ***Employment Procedures:***

The Cumberland Police Department will explain procedures and policies to all applicants applying for positions in the agency. This will include dissemination of information at recruitment drives to ensure consideration of qualified female and minority applicants in underrepresented categories.

### ***Employment and Selection:***

The Chief of Police will review all applications and work with the recruitment officer to assure appropriate consideration is given to all qualified candidates. Applications will be reviewed for minimum requirements to ensure conformance with State and Federal employment standards.

### ***Training:***

The Cumberland Police Department will ensure equal access to training regardless of race, gender, national origin, physical disability, handicap, sexual orientation, age, political or religious opinion or affiliations. The Training Policy will incorporate the establishment of a training committee. The training committee will assist in the development and evaluation of the training process to include assurances that equal access to training is afforded to every member of the Cumberland Police Department.

### ***Promotion:***

The promotional process is in accordance with Article IV Section 3 of the Collective Bargaining Agreement between the Town of Cumberland and the International Brotherhood of Police Officers, Local 640.

The Chief of Police will be responsible for an annual review of the promotional process and making recommendations for revisions if necessary. Components will be evaluated for validity and adverse impact as it relates to the underutilization of identified groups.

### ***Discrimination Complaints:***

Procedures have been developed to resolve those situations where an applicant or employee from a protected class feels that her/his rights have been violated. Applicants and employees may file complaints with the Chief of Police and all complaints will be investigated. Applicants and employees have the right to file discrimination complaints related to employment practice or procedure with federal, state, or local compliance agencies. Employees are expressly prohibited from retaliating against or harassing an employee who has filed a discrimination complaint.

### ***Sexual Harassment Complaints:***

Applicants and employees may file sexual harassment complaints with the Chief of Police. All complaints will be investigated. Applicants and employees have the right to file discrimination complaints related to employment practice or procedure with federal, state, or local compliance agencies. Employees are expressly prohibited from retaliating against or harassing an employee who has filed a sexual harassment complaint.

### ***Internal Auditing and Reporting:***

Internal audit and reporting of all policies and procedures contained within the Cumberland Police Department's Equal Employment Opportunity Plan is accomplished through the office of the Accreditation Manager and the Chief of Police. Policies will be reviewed, updated, approved and redistributed on a continuous basis. The Chief of Police will maintain and monitor records on applications, selections, promotions, disciplinary actions and terminations.

## **DISSEMINATION:**

### ***Internal Dissemination:***

1. The intent of the Equal Employment Opportunity Plan and individual responsibility for the implementation of the plan will be discussed periodically at elected official and department head staff meetings.
2. Periodic meetings will be held with all managers and all supervisory personnel to assure compliance with EEOP standards. This will assist managers in identifying problem areas, and in the formulation of effective solutions.
3. Informal discussions will be held with Cumberland Police Department employees, as required, regarding the Equal Employment Opportunity Plan.
4. The Equal Employment Opportunity Plan, along with required state and federal EEO notices will be posted on bulletin boards throughout the Cumberland Police Department.
5. The necessity for complying with Federal Equal Employment Opportunity regulations will be discussed and communicated in writing with union officials periodically in an effort to



secure their understanding and cooperation. All contractual provisions will be reviewed to ensure they are nondiscriminatory.

6. The Cumberland Police Department's Equal Employment Opportunity Plan will be disseminated periodically to members of the Cumberland Police Department during annual in-service training forums.

#### ***External Dissemination:***

1. The Cumberland Police Department's Equal Employment Opportunity Plan will be posted on the department's web site to ensure easy access by members of the community.
2. All employment opportunity announcement forms and recruitment advertising will contain the message: "Equal Opportunity Employer."
3. The Cumberland Police Department's employment application will continue to be periodically reviewed to determine compliance with the latest state and federal EEO regulations, to ensure each applicant is provided the maximum opportunity to display her/his related qualifications.
4. The Cumberland Police Department welcomes suggestions of additional recruiting sources.
5. Job announcements will be distributed to recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of our Equal Employment Opportunity Plan.
6. The Cumberland Police Department will be represented at recruitment functions, meetings of community groups, local schools, colleges, and training programs, reasserting the department's commitment to the Equal Employment Opportunity Plan.

#### **Plan Review:**

The EEOP will be reviewed on an annual basis at the conclusion of the recruitment process. An annual analysis will be produced and posted for employees to review.