



Durham Police Department

Memo

To: Chief Kelley
From: Captain Dalton
CC: Deputy Chief Holmstock
Date: 12/15/2023
Re: 2023 EEO Plan Analysis

The following is an analysis of the 2023-2024 Recruitment Plan based on data derived in 2023. This analysis includes a description of progress towards the objectives in our plan, any revisions to the plan, if needed, and demographic data regarding sworn personnel currently serving in our department.

Progress towards Objectives

The Durham Police Department remains committed to attracting the most qualified people to perform the essential functions of the position occupied. Training, promotion, and career development opportunities continue to be made available to all members within the department. The Durham Police Department's EEO Plan identifies the following objectives and goals:

Objectives:

1. Increase the diversity of the agency personnel.
2. Maintain career and specialized assignment development.

Goals:

1. Seek to have female applicants account for 20% of the entire applicant pool.
2. Seek to have the minority applicant pool reflect the percentage of minorities within the State of New Hampshire.



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3. Seek to have the Durham Police workplace demographic reflect those of the State of New Hampshire demographics.
4. Seek to have the workplace demographics of the Durham Police exceed 20% females.
5. Identify at least one new partnership with an organization representing minority applicants during the current 2023-2024 planning period.

Objective #1: Increase the Diversity of Agency Personnel

The Durham Police Department is currently authorized for 21 full-time sworn officers. The composition of the Durham Police Department is as follows:

GENDER COMPOSITION	2022	2023
Authorized Full Time Sworn	21	21
Actual Full Time Sworn Male and Female	21	19
Sworn Females Full Time	3	3
Sworn Females Part Time	1	2

Total: 19 Full-time Sworn Officers

16 – Male
 3 – Female

15 - Male: White
 1 – Male: Black
 1 – Female: Asian
 2 – Female: White

Part-Time Sworn Officers

2-- Female: White

We currently have 19 full-time sworn officers. Of the 19 officers, 3 are sworn female officers, 16 are sworn male officers. Of this group, 1 full-time sworn officer is a black male, and 1 full-time sworn officer is an Asian female, representing (10.5%) racial diversity in the department.

In 2023, we conducted one hiring process. The Durham Police hired one new police officer: one white male officer. The process was conducted in October of 2023.

The one process commenced in October of 2023 and concluded in November of 2023, and one male candidate was identified. The process was the result of a vacant position left open in 2023, when Sergeant Greg Ruby left the Durham Police for another job in law enforcement in Wyoming.

As part of the selection process, inquiries were made about the candidate’s attitudes and behaviors that would suggest bias toward any people or groups. Our hiring processes are supported by a polygraph examination and psychological examination. The selection process for all candidates suggested no bias of any kind.

**State of NH Demographic
Composition by Race**

Source: 2020 United States Census*

(*Our data for this chart is based on our current accreditation cycle and numbers used are from what is available prior to an annual CALEA Review.)

Total State Population	1,377,529
Population claiming one race	98.4%
Population claiming two or more races	1.6%
Percent White	87.2%
Percent Black/African American	1.5%
Percent Asian	2.6%
Percent Hispanic	4.3%

State of NH and Durham Police Department Workforce Diversity Composition

	Service Population		Available Workforce		Total Full-Time Sworn Officers		Full-Time Female Sworn Officers	
	#	%	#	%	#	%	#	%
White	14,050	90.4	28,184	91.38	17	89.5	2	10.5
Black	94	.6	284	.92	1	5.25	0	0
Hispanic	467	3.0	830	2.69	0	0	0	0
Other	928	6.0	1,546	5.01	1	5.25	1	5.25
Total	15,539	100	30,844	100	19	100	3	15.75

Racial diversity within the Durham Police Department is 10.5%. Although we are above the percentages for the State of New Hampshire, we continue our attempts to attract candidates from many ethnic backgrounds. A strong, competitive job market and continued negative press from national media outlets towards law enforcement are just two of the challenges to our recruitment efforts of qualified candidates of all minority classes.

Our recruitment efforts continue to include minority groups such as the New Hampshire Seacoast Chapter of the NAACP, the office of Multi-Cultural Affairs at the University of New Hampshire, and local community organizations.

Hiring Process Procedures

I used our EEO plan as a guide in the hiring process that we conducted in 2023. The following steps were taken to ensure that our department remained in compliance with all applicable standards as set forth in our policies and procedures.

1. A hiring notice was posted in the front lobby.

2. Letters/emails were sent to all the un-solicited candidates that sent us information within the past year. Each letter was accompanied with an updated recruitment brochure.
3. Hiring information was posted on Durham Cable Access Television, Facebook, Instagram, and the Town of Durham website.
4. Hiring ads were posted on numerous local, regional, and national recruiting sites.
5. The information was posted in the Town of Durham Friday Updates newsletter.
6. Candidates with a cognitive score of 70% or above on the Great Bay Community College Alliance Test (GBCC) were contacted and instructed on how to apply for job openings with the Durham Police Department. In 2022, we added a new, nationally recognized police exam. This exam can be administered in-person at the Durham Police Station and allows us to not solely rely on the GBCC test. Candidates were provided with a closing date for each hiring process.
7. When applications were received, the candidate was invited to attend a scheduled physical fitness test. No candidates were rejected during the hiring process due to minor omissions or deficiencies that could have been corrected prior to the testing or interview process.
8. All oral board participants were contacted and verified to participate in the oral board process. Our one oral board consists of a command level officer, sergeant, patrol officer, and two citizens from the community. Prior to the interview we instruct the oral board members in AA/EEO and ADA issues that are relevant to the oral board process. The examination is conducted using valid and job-related rating criteria. Questions are administered in a uniform manner and standardized evaluation guidelines are always used during the process to ensure consistency of rater evaluations. The evaluations are scored, evaluated, and interpreted in a uniform manner. All the candidates are advised in writing of their eligibility status following the oral board examination.
9. We personally call each candidate at the conclusion of the oral board process, and, in addition, letters are sent to those who are not selected. Score sheets used by the board members are added to all the candidate's files.
10. A written test is administered to all the candidates preceding the administration of the oral board. This process consists of the candidate completing a three-paragraph handwritten essay in response to the question: "Please describe why you want to become a police officer." The written essay is scored by Chief Kelley, Deputy Chief Holmstock and Captain Dalton.
11. A complete background investigation is conducted using the guidelines provided by the New Hampshire Police Standards and Training Academy, utilizing *policy 301.05, Background Investigations* as a guideline. The background investigation for all officers is completed by an investigator from the Larmonie Group, LLC Investigative Services. The investigators for this agency are trained specifically in conducting background investigations. All investigations include at a minimum:

- Verification of qualifying credentials
- Review of their criminal and motor vehicle record
- Verification of at least three personal references

Objective #2: Maintain Career and Specialized Assignment Development.

The Durham Police Department provides career counseling forms as a part of the performance evaluation process for each officer, in addition to providing specialized assignments. The career counseling forms provide the officer with the opportunity to identify the type of training they wish to attend.

Although many of the specialized assignments are limited to the number of officers that can fill the assignment, other assignments, such as instructor positions, are available at almost any time. Assignment to the color guard and evidence collection team only requires the officer to volunteer to participate. In 2023, we filled several positions with both male and female officers who expressed interest in participating. Officers continue to be provided training based on their career development form requests and as the needs of the department allow.

A Job Task Analysis was completed in 2020 and supported our current hiring process and job descriptions as valid.

Revisions to Plan as Needed:

Our EEO Plan was updated in 2020.

I believe the selection process is fair and impartial as conducted. Our selection process remains extensive and reliable for the identification of qualified police officer candidates.

Our hiring process should be reviewed on a continuous basis for improvement opportunities.