

# Memorandum



Date: March 4, 2011

To: Members of the Public Safety Committee

Subject: Equal Employment Opportunity Program Update

The Public Safety Committee will be briefed on the Equal Employment Opportunity Program Update on Monday, March 7, 2011.



Ryan S. Evans  
First Assistant City Manager

## Attachment

- c: Honorable Mayor and Members of the Dallas City Council  
Mary K. Suhm, City Manager  
Deborah Watkins, City Secretary  
Tom Perkins, City Attorney  
Craig Kinton, City Auditor  
Victor Lander, Administrative Municipal Judge  
Jill A. Jordan, P.E., Assistant City Manager  
A.C. Gonzalez, Assistant City Manager  
Forest E. Turner, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Helena Stevens-Thompson, Assistant to the City Manager Mayor/City Council Office



# Equal Employment Opportunity Program Update

**Sherry Durant, EEO Compliance Manager  
Professional Standards Bureau  
Dallas Fire-Rescue  
March 7, 2011**



# Purpose

The EEO Program was established to proactively prevent unlawful discrimination.

- Serves as an informal complaint resolution for DFR employees.
- Provides continuous professional development for all employees.
- Establishes strict guidelines for improving workplace behavior.

# Objectives

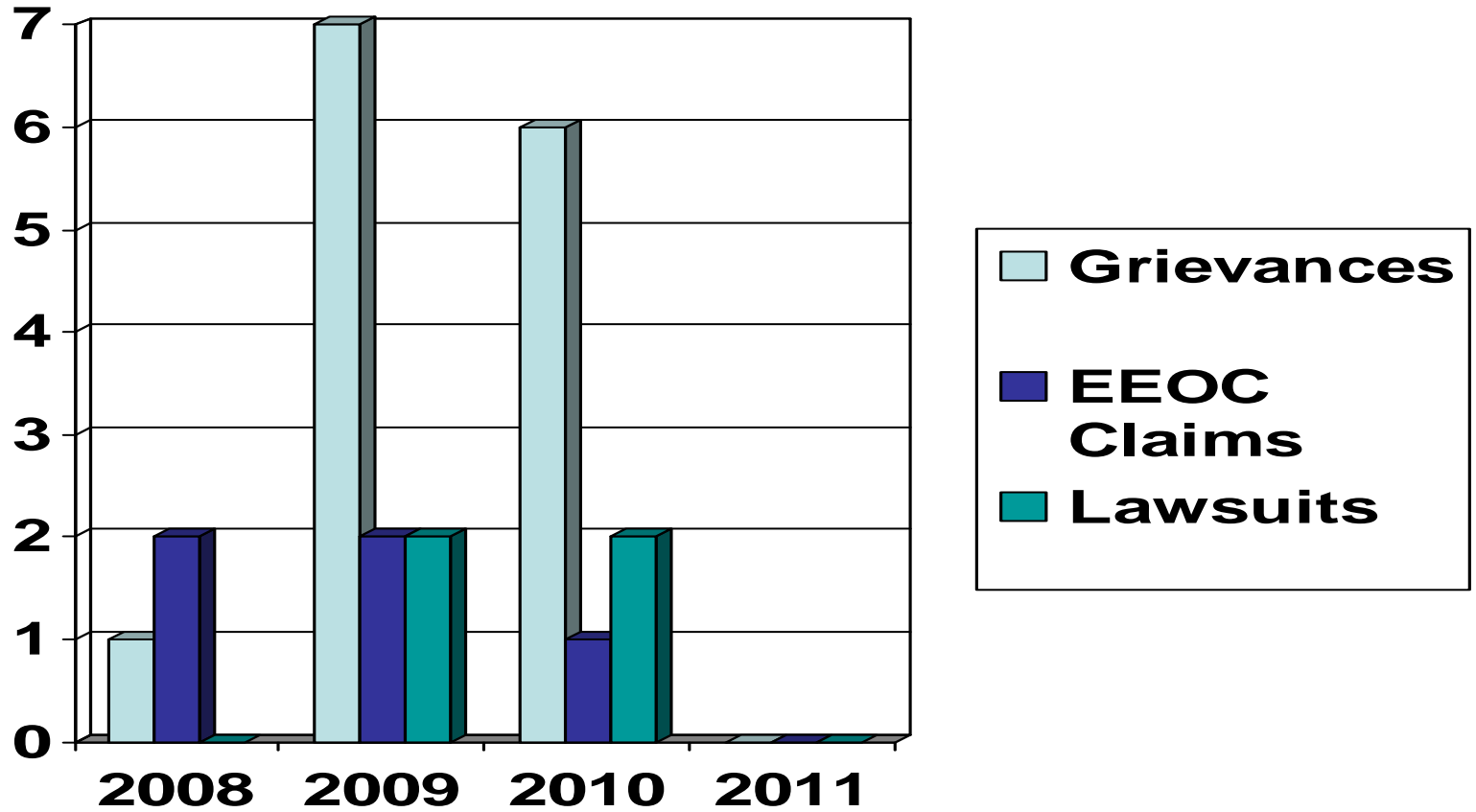
- Encourages open communication in a non-threatening environment.
- Provides an impartial third party to assist in identifying the underlying causes and issues which form the basis of the dispute and remedies for resolution.
- Allows employees an opportunity to resolve disputes in an informal process.
- Avoids litigation and improves working relationships.

**STEP ONE**  
Informal Process

**STEP TWO**  
Grievance Process

**STEP THREE**  
Investigation/Findings

# Results



# Phase I

EEO Program established on April 16, 2008.

- Fireproof Practices – EEO Compliance Management
- Revisions to Policies and Procedures
- EEO Hotline
- EEO Audits
- EEO Compliance Posters

# Phase II

- Community Outreach Program – Partnership with DGLA to develop training curriculum for GLBT (Gay, Lesbian, Bi-Sexual, Transgender.)
- Mastering Leadership Success training was conducted July 19, 2010 – September 15, 2010.
- EEO Audits conducted at all worksites beginning November 22, 2010 – March 3, 2011.



# Phase III

- Electronic announcements for Chief's Tip of the Week began January 10, 2011.
- Chief Officer/Managers Workshop was held on January 14, 2011.
- Workplace Violence Training tentatively scheduled to begin April 1, 2011.

# Phase III

- DFR Women's Expo
- Launch GLBT (Gay, Lesbian, Bi-Sexual, Transgender) Training in FY 2011/12.



# Questions

