

Memorandum



Date: July 31, 2009

To: Mayor Pro Tem Dwaine Caraway, Chair
and Members of the Public Safety Committee

Subject: Equal Employment Opportunity Update

The Public Safety Committee will be briefed on the Equal Employment Opportunity Update on Monday, August 3, 2009.



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
 - Dave K. Cook, Chief Financial Officer
 - Helena Stevens-Thompson, Assistant to the City Manager Mayor/City Council Office



Dallas Fire-Rescue

Equal Employment Opportunity Update

**Debra K. Carlin
Assistant Chief
Life Safety and Professional
Standards Bureau**

August 3, 2009



Purpose

- This briefing will provide an update on Dallas Fire Rescue Department's Equal Employment Opportunity (EEO) Program
- The program provides preventive measures to reflect positive changes within Dallas Fire-Rescue
- It is the Department's intent to take a proactive approach to ensure members are in compliance with legal and Departmental expectations

Efficiency Study

- The study recommended:
 - Additional human resources to address EEO issues
 - Enhanced EEO policies and procedures
 - Enhanced training to all members of Dallas Fire-Rescue

Human Resources

- Appointed an EEO Coordinator, Sherry Durant, on January 30, 2008
- Appointed Assistant Chief John Cook on April 16, 2008
- Reorganized to focus on Professional Standards. The Bureau includes:
 - Recruitment and Retention
 - EEO
 - Internal Affairs
 - Human Resources Liaison
 - City Attorney's Office Liaison

Policy and Procedures

- Administrative Directive 3-61 Sexual Harassment policy posted on the Internal Document System September 12, 2007 to ensure all members are aware of City policy
- Conducted a review of the Manual of Procedures, Grievance and Appeal Process, Civil Service Promotional Process and IAD (Internal Affairs Division) process for handling complaints
- Posted revisions to City's updated Administrative Directive 3-61 which has been re-titled "Workplace Harassment Policy" in July 2009

Training Program

Fireproof Practices – A Four Part Series:

- I. EEO Compliance Management
- II. Harassment and Discrimination
- III. Workplace and Family Violence
- IV. Sensitivity and Generational Differences

Training

- Internal/external legal counsel reviewed training material and provided recommendations
- Part I – EEO Compliance Management:
 - Included in curriculum for New Employee Orientation for recruits
 - Command Staff completed training on March 10, 2009
 - Uniform supervisors/managers completed training on June 19, 2009

Training (Continued)

- Part II – Harassment and Discrimination:
 - Training focuses on conflict resolution
 - Training scheduled for August – September 2009.
 - Will be presented to supervisors in a “Train the Trainer” format. Peer counselors will assist with training.
 - A pre-quiz examination will be administered and a certificate for acknowledgement of training.
- Part III and IV will begin in FY 09-10.

Additional Workshops

- Departmental Women's Conference held on January 7, 2009
- Workshop provided mentoring and coaching
- Positive results from surveys

Audits

- General Announcement to employees
- Station audits scheduled for August – September 2009
- Updated EEO Compliance posters will be placed at each fire location
- Reporting procedures for complaints will be maintained at each fire station and office location

Questions?
