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, the City that works: Diverse, Vibrant and Progressive"
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?