

EEOP Short Form Online - Windows Internet Explorer
https://external.ojp.usdoj.gov/eeop/Welcome.jsp

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★ **What is an EEOP?**

An Equal Employment Opportunity Plan or EEOP Short Form is a workforce report that some organizations must complete as a condition for receiving Justice Department funding subject to the authority of the Omnibus Crime Control and Safe Streets Act of 1968. The purpose of the EEOP Short Form is to make sure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race, or national origin. The federal regulations establishing the EEOP requirement also link a diverse workforce to effective law enforcement:

The experience of the [Justice Department] in implementing its responsibilities under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, ... has demonstrated that the full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component to the Safe Streets Act's program to reduce crime and delinquency in the United States.

28 C.F.R. § 42.301.

[Next](#)

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Region Not Available - Windows Internet Explorer

https://external.ojp.usdoj.gov/eeop/RegionNotAvailable.jsp

Region Not Available

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Special Instructions for Recipients or Subrecipients in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the U.S. Virgin Islands

If you are a recipient or subrecipient in [American Samoa](#), [Guam](#), [Puerto Rico](#), the [Northern Mariana Islands](#), or the [U.S. Virgin Islands](#), click on the name of your jurisdiction for special instructions.

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https://external.ojp.usdoj.gov/eeop/SurveyIntro.jsp

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★ What is an EEOP Short Form?

The Office for Civil Rights (OCR) has developed the EEOP Short Form to help recipients comply with the EEOP regulations. Instead of requiring recipients to report on all of the employment data that the federal regulations require recipients to keep (see [28 C.F.R. § 42.301-308](#)), the OCR uses the EEOP Short Form to prompt recipients to collect and analyze key employment data, organized by race, national origin, and sex. The OCR also uses the EEOP Short Form as an initial screening tool. If the OCR's review of an agency's EEOP Short Form indicates that a more thorough examination of employment practices may be appropriate, the OCR may request that the recipient provide additional employment data that the EEOP regulations require the recipient to keep on file.

There are a number of factors that determine whether a recipient of Justice Department funding has to complete, maintain on file, or submit to the Office for Civil Rights an EEOP.

[Start Survey](#) [<< Go Back](#)

/eeop/SafeStreetsAct.do Trusted sites | Protected Mode: Off 100%

EEOP Short Form Online - Windows Internet Explorer
https://external.ojp.usdoj.gov/eeop/SurveyStep1.do

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Are we required to complete or submit an EEOP Short Form? << Go Back

Please answer the following questions to determine if your organization is required to complete an EEOP Short Form.
Please indicate type of organization:
<Select One> Next

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Are we required to complete or submit an EEOP Short Form? << Go Back

Please answer the following questions to determine if your organization is required to complete an EEOP Short Form.
Please indicate type of organization:
State Government Agency

How many employees does your organization have?
<Select One> Next

For help in determining who is an employee, [click here](#)

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https://external.ojp.usdoj.gov/eeop/survey-step2-submit.do

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Are we required to complete or submit an EEOP Short Form? << Go Back

Please answer the following questions to determine if your organization is required to complete an EEOP Short Form.
Please indicate type of organization:
State Government Agency

How many employees does your organization have?
50 or more

What is the single largest award your organization has received?
<Select One> Next

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EEOP Short Form Online

FAQ

Notice About Comprehensive EEOP Data

To ease the burden on recipients in complying with the federal regulations that apply to the development of an EEOP, the Office for Civil Rights (OCR), as a matter of policy, has streamlined the reporting requirements in the EEOP Short Form. Nonetheless, recipients that are required to complete an EEOP Short Form are also required to keep race, national origin, and sex data relating to the following employment actions:

- Recruitment
- Applicant screening
- Hiring
- Promotion
- Termination
- Transfer
- Discipline

For a complete listing of the data that recipients are required to keep, see 28 C.F.R. § 42.301-308. To download a copy of the EEOP regulations, [click here](#).

By accepting financial assistance subject to the Safe Streets Act, recipients are on notice that at some future date during the grant period, the OCR may request any of the employment data noted in the EEOP regulations. Recipients should be mindful that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

I understand the regulatory obligation under 28 C.F.R. § 42.301-308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

Accept Not Accept

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Seven Steps in Developing an EEOP Short Form

This online system will guide you in developing an EEOP Short Form, which you will be able to print at the end and send to the Office for Civil Rights. If you are returning to the online system and have already completed or were in the process of completing any of the Steps below and the Step is underlined, clicking on the Step will forward you to start of that section. The EEOP Short Form includes the following seven steps:

<u>First Step: Introduction</u>	What materials will I need to complete the EEOP Short Form? Click here
Identifying your organization as a recipient of Justice Department financial assistance and posting your organization's nondiscrimination policy statement	
<u>Second Step: Workforce Analysis</u>	Can I attach documents to the online EEOP Short Form? Click here
Reporting on the composition of your workforce in eight broad job categories, cross-classified by race, national origin, and sex	
<u>Third Step: Labor Market</u>	Can I cut and paste text into the online EEOP Short Form? Click here
Retrieving relevant, online Census Bureau labor market data in eight major job categories, cross-classified by race, national origin, and sex	
<u>Fourth Step: Utilization Analysis</u>	
Comparing your workforce to the relevant labor market to determine whether there is any significant underutilization in each of the eight broad job categories based on race, national origin, or sex	
<u>Fifth Step: Objectives</u>	
Establishing objectives to address any identified underutilization	
<u>Sixth Step: Steps</u>	
Explaining the steps your organization will take to achieve its objectives	
<u>Seventh Step: Dissemination Analysis</u>	
Making a plan for disseminating the completed EEOP Short Form inside and outside your organization	

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Step 1 of 7

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Active Grants

Please click the "Add Grant" button to enter detailed information for each active award. If your organization has more than one active award, you will be able to enter the relevant data for each grant by clicking on the "Add Grant" button. To delete grant information, check the corresponding checkbox next to the grant entry and then click "Delete Grant".

Active Grants Inbox		
Grant Number	Grant Title	Amount
<input type="button" value="Add Grant"/> <input type="button" value="Delete Grant"/>		

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https://external.ojp.usdoj.gov/eoop/loadGrant.do

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Detailed Grant Information

For this grant check whether you are a direct recipient of the Justice Department or a subrecipient of a state or local government agency that administers Justice Department grant programs.

Direct Recipient Subrecipient

Grant Title	Grant Number
Grantee Name	Grant Amount (\$)
Street Address	Type of Organization <Select One>
City	DOJ Grant Manager
State <Select One>	DOJ Phone
Zip	
Contact Person	
Street Address	
City	
State <Select One>	
Zip	
Phone	

Cancel Submit

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https://external.ojp.usdoj.gov/eeop/loadPolicyStatement.do

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Step 1 of 7 FAQ << Go Back Next Step >>

Nondiscrimination Policy Statement

Please provide below your organization's nondiscrimination policy:

What is a nondiscrimination policy statement? [click here](#)

/eeop/shortForm-policyStatement-submit.do Trusted sites | Protected Mode: Off 100%

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Step 2 of 7

FAQ << Go Back Next Step >>

Which Organizations Should Complete a Law Enforcement Agency Chart?

The second step in developing an EEO Short Form involves providing information about your organization's workforce. Workforces may vary depending on organizational type. As a preliminary matter, the Office for Civil Rights is interested in knowing whether your organization is a law enforcement agency.

A law enforcement agency is an organization that has employees who are [sworn officers](#). For the purpose of developing an EEO Short Form, some examples of law enforcement agencies include the following:

- State police departments
- Local police departments
- Sheriff's departments
- Some correctional facilities with sworn officers
- Some city or county governments that develop EEO Short Forms for their own police or sheriff's departments

Some examples of non-law enforcement agencies are as follows:

- Courts
- State administering agencies
- Juvenile justice agencies
- City or county governments
- Businesses
- Correctional facilities without sworn officers

Please indicate below whether your organization is a law enforcement agency.

Law Enforcement Agency
 Non-Law Enforcement Agency

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EEOP Short Form Online - Windows Internet Explorer
https://external.ojp.usdoj.gov/eeop/loadEmployees.do

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Step 2 of 7

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The Total Number of Employees of Known Race, National Origin, and Sex

In the next screens we will be asking you to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex, in each of eight major job categories: (1) Officials and Managers, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Protective Services: Non-sworn, (6) Administrative Support, (7) Skilled Craft, and (8) Service Maintenance.

A preliminary step in creating a Workforce Analysis Chart is distinguishing between your organization's total number of employees and the total number of employees of known race, national origin and sex. The Workforce Analysis Chart relies only on this latter number.

Total number of employees:

Number of employees of unknown race, national origin, or sex:

Total number of employees of known race, national origin, or sex that will appear in the Workforce Analysis Chart:

For help on collecting and reporting the race, national origin, or sex of employees, [click here](#)

For help on determining who is an employee, [click here](#)

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EEO Short Form Online - Windows Internet Explorer
https://external.ojp.usdoj.gov/eeop/shortForm-step2employeeTotal-submit.do

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Step 2b of 7

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Building Sworn Officer Chart

All recipients that are required to develop an EEO Short Form must complete a Workforce Analysis Chart showing the number of its employees, cross-classified by race, national origin, and sex, in eight broad job categories. To complete the Workforce Analysis Chart, law enforcement agencies must first create and then complete a Sworn Officers Chart, which shows the number of employees in each sworn rank, cross-classified by race, national origin, and sex.

The online system will help you create a Sworn Officers Chart. The first row in the chart, which is fixed, is for [patrol officers](#). Although law enforcement agencies may use different titles for this rank, it represents the most common, non-supervisory rank for a commissioned officer in your organization. To create additional rows in the chart for each ascending rank, press the "Add Law Enforcement Rank" button, and type in the appropriate title that your organization uses. For example, if sergeant is the next rank in your organization above patrol officer, you would press the "Add Law Enforcement Rank" button and type in the word, "Sergeant." Please continue this process until you enter the highest sworn rank in your organization.

Active Law Enforcement Categories Inbox

Law Enforcement Rank Title
Protective Services: Sworn-Patrol Officers

Add Law Enforcement Rank Delete Law Enforcement Rank

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https://external.ojp.usdoj.gov/eop/loadRankDetail.do

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Law Enforcement Rank Information [FAQ](#)

Rank Title

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[FAQ](#) [Save](#) [<< Go Back](#) [Next Step >>](#)

Sworn Officers Chart

For each rank below, please enter the number of employees, cross-classified by race, national origin, and sex. In the "Total" column please enter the total number of employees for that specific rank.

Job Category	Total	Male							Female						
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
abc	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%
Protective Services: Sworn-Patrol Officers	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%	<input type="text"/> 0%

Step 2 of 7

FAQ Save << Go Back Next Step >>

Workforce Analysis Chart

For each of the eight job categories that appear in the rows of the Workforce Analysis Chart below, enter in the appropriate columns the number of employees cross-classified by race, national origin, and sex. In the "Total" column please enter the total number of employees for that job category.

For help in assigning a particular position to one of the eight job categories, [click here](#)

The total number of reported employees is: 50

For help in understanding why each job category adds up to 100%, [click here](#)

Once you have entered all of the workforce numbers click here:

For a copy of a blank Workforce Analysis Chart, [click here](#).

Job Category	Total	Male							Female							
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	
Officials/Administrators	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Officials	40 100%	40 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Patrol Officers	10 100%	10 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Non-sworn	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Totals	100%	50/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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https://external.ojp.usdoj.gov/eeop/loadCommunityLaborStats.do

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Step 3 of 7

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Relevant Labor Market Statistics

The third step in preparing an EEOP Short Form is retrieving the appropriate employment statistics in your labor market. This information will allow you to evaluate later how representative your workforce is of your community. In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

Your answers to these questions may determine whether the relevant labor market statistics are for a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of 2000 Census data for some geographic areas may also limit your options.

Select the appropriate residential area (state, county, city, MSA) listed below:

<SelectOne>

From the options in the pull-down menu below, choose the category that most closely matches the minimum age and educational level requirements for entry-level patrol officers in your organization.

For law enforcement agencies, one set of labor market statistics is used for identifying underutilization of sworn patrol officers, while another set of statistics is used for identifying underutilization of sworn officials. For more information [click here](#)

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EEOP Short Form Online - Windows Internet Explorer
https://external.ojp.usdoj.gov/eeop/loadNarrative.do

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Step 4b of 7

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Narrative of Interpretation

After reviewing the Utilization Analysis Chart, write a narrative that states your understanding of the results (e.g., identifying particular job categories that have notable underrepresentation of employees of a particular race and sex; explaining why relatively high percentages of underrepresentation may be insignificant; or noting important trends that affect the entire workforce, such as underrepresentation of women across a number of job categories). For an example of an interpretive narrative, see the [Sample EEOP Short Form](#).

Can I attach documents to the online EEOP Short Form? [Click here](#)

Can I cut and paste text into the online EEOP Short Form? [Click here](#)

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EEOP Short Form Online - Windows Internet Explorer
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Step 5 of 7

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Objectives

The fifth step in developing an EEOP Short Form is crafting objectives that address the underutilization identified in Step 4. (Later, in Step 6, you will explain the concrete steps that you will take to implement the objectives.) For example, if in your Narrative of Interpretation in Step 4, you identified significant underutilization of Black or African American females in the Professionals job category, in Step 5, you might write, "Our objective is to provide equal employment opportunities for Black or African American women when our organization fills vacancies that become available in the Professionals job category." For other examples of objectives see the [Sample EEOP Short Form](#).

To record the objectives derived from your Narrative of Interpretation, click on the "Add Objective" button below. When the screen appears, enter the first objective in the text box. For each additional objective, repeat the same process: click on the "Add Objective" button and enter the objective in the text box that appears. To edit, simply click the name of the objective you want to change. A text box will appear with the name of the objective. Edit the text and click submit.

Active Objectives	
Objective	
	<input type="button" value="Add Objective"/> <input type="button" value="Delete Objective"/>

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https://external.ojp.usdoj.gov/eeop/loadObjective.do

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EEOP Short Form Online

FAQ

Objectives

Cancel Submit

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Steps to Achieve Objectives

The sixth step in developing an EEOP Short Form is to propose concrete steps for achieving the objectives identified in Step 5. The key to writing good objectives is to be as specific as possible. For examples of steps to achieve an objective, [click here](#).

The objectives you identified in Step 5 appear below. For each objective, you must record steps for achieving it. Go to the first objective below. Within the boxed section for the first objective, click on the "Add Step" link. When the new screen appears, enter the first step related to achieving the first objective in the space provided. For each additional step to achieve the first objective, click on the same "Add Step" link and record the step. When you have entered all of the steps pertaining to the first objective, go to the second objective, click on the "Add Step" link within the boxed section for the second objective, and repeat the process for entering steps. For all of the objectives you identified, continue in the same way, recording the steps for each objective. You must enter at least one step for each objective.

Active Objectives		
#	Objective	
1	Objectives	Add Step

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Steps to Achieve Objectives [FAQ](#)

Objectives

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Step 7a of 7

Internal Dissemination

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The seventh step in developing an EEOP Short Form involves describing how you will disseminate your organization's EEOP Short Form both within and outside your organization. For examples of internal dissemination, [click here](#). The following are ways we plan to disseminate our EEOP Short Form internally:

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Step 7b of 7

External Dissemination

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For examples of external dissemination of an EEOP Short Form [click here](#). The following are ways we plan to disseminate our EEOP Short Form externally:

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EEOP Short Form

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Congratulations, you have completed the EEOP Short Form!

The Office for Civil Rights (OCR) is only able to receive the EEOP Short Form electronically if you have Adobe Professional. Otherwise, you must print out the document, have it signed and dated by a responsible official who has the authority to implement your Equal Employment Opportunity Program, and either mail or fax the EEOP Short Form to the OCR. The fax number is 202-354-4380. The mailing address is as follows:

Attn: EEOP Short Form Submission
Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

To open and print or digitally sign the completed EEOP Short Form click  here.

To digitally sign the document you will need Adobe Professional installed on your desktop. Instructions on how to digitally sign using Adobe Professional are provided [here](#). Digitally signed EEOP Short Forms must be emailed to: EEOPForm@usdoj.gov.

If you have any questions regarding the submission process, please contact the OCR by telephone at (202) 307-0690.

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