



U.S. Department of Justice

Office of Justice Programs

*Office for Civil Rights*

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Washington, D.C. 20531

February 9, 2018

Tracy Poulin  
Senior Planner  
Maine Department of Public Safety  
45 Commerce Drive  
Suite 1  
Augusta, ME 04333-0104

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Maine Department Of Public Safety

Dear Ms. Poulin,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

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Michael L. Alston

Director

Signed by: MICHAEL ALSTON

# EEO Utilization Report

## Organization Information

Name: Maine Department Of Public Safety

City: Augusta

State: ME

Zip: 04333-0104

Type: State Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Please see attached signed policy

Following File has been uploaded:EEO AA Policy.pdf

## **Step 4b: Narrative of Interpretation**

The only underutilization within the Department Public Safety is that of white females within three Job Categories. The job classification with significant underutilization of females is that of State Trooper where women are underrepresented by 29%. This is an improvement over our 2015 submission which was a 31% underutilization and represents positive progress.

The second area of underutilization of women within this Department is with the Technician category in which women are underrepresented by 13%. In particular, the Public Safety Inspectors 1 and II are the largest job group within Technicians with a significant underutilization. While this is an improvement over 2015 by decreasing from 16% to 13% it remains noteworthy.

The third area of underutilization is that of women within the Professional group which has increased to 21% which was accounted for by the move of one person from this to Sworn Law Enforcement and two people leaving the Department to take positions elsewhere in state government.

## **Step 5: Objectives and Steps**

### **1. Our objective is to increase the pool of female applicants for State Trooper vacancies.**

- a. We will join Maine's positive initiative of recruiting and employing veterans with female recruitment.
- b. To encourage female applicants, the State Police will continue to utilize sworn female Troopers, Sergeants, Corporals, Detectives and Lieutenants in its outreach and recruitment efforts.
- c. Recruitment efforts will include targeted outreach to Maine and other New England based colleges and universities that have law enforcement and women's athletic programs.
- d. To increase female leadership capacity and opportunities, the Maine State Police (MSP) participates in the Women in State Law Enforcement Initiative (WISLE). MSP will continue to encourage its' female sworn officers to participate with or join in the chapter.

### **2. Increase the pool of female applicants for Professional positions within the Department.**

- a. We will review recruitment strategies for Professional positions within the Department. Then we will formulate a plan for targeted outreach to increase the pool of female applicants. The EEO Coordinator will work with the Department on this endeavor and will monitor recruitment for this effort. The turnover is quite small in this group so it may take quite some time to realize significant change.

### **3. Our goal is to increase the number of female employees in the Technician Job Group.**

- a. We will review recruitment strategies for the Public Safety Inspector positions. Then we will formulate a plan for targeted outreach to increase the pool of female applicants. The EEO Coordinator will work with the Department on this endeavor and will monitor recruitment for this job group.

## **Step 6: Internal Dissemination**

The EEOP will be distributed to managers within the Department of Public Safety and made available on the DPS website.

## **Step 7: External Dissemination**

The EEOP will be posted on the DPS website and sent to the Maine State Library.

**Utilization Analysis Chart**  
**Relevant Labor Market: Maine**

Job Categories	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,105/53%	220/0%	210/0%	125/0%	495/1%	0/0%	320/0%	40/0%	31,760/43%	260/0%	105/0%	110/0%	250/0%	20/0%	209/0%	35/0%
Utilization #/%	30%	-0%	-0%	-0%	-1%	0%	-0%	-0%	-27%	-0%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	39/81%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	24/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,025/38%	490/0%	610/1%	145/0%	1,085/1%	0/0%	140/0%	40/0%	68,150/58%	515/0%	230/0%	195/0%	605/1%	40/0%	410/0%	50/0%
Utilization #/%	23%	1%	-1%	-0%	-1%	0%	-0%	-0%	-21%	-0%	-0%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	66/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	58/48%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,415/37%	84/0%	60/0%	4/0%	25/0%	15/0%	70/0%	0/0%	10,330/59%	115/1%	45/0%	20/0%	110/1%	10/0%	110/1%	25/0%
Utilization #/%	16%	-0%	-0%	-0%	-0%	-0%	-0%	0%	-13%	-1%	-0%	1%	-1%	-0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	139/89%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,660/86%	45/1%	65/1%	85/1%	15/0%	0/0%	40/0%	0/0%	1,000/11%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	3%	1%	-1%	-1%	-0%	0%	-0%	0%	-1%	0%	0%	-0%	0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	150/90%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	13/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	32,450/57%	660/1%	360/1%	225/0%	315/1%	0/0%	469/1%	19/0%	21,260/37%	160/0%	485/1%	150/0%	200/0%	0/0%	300/1%	19/0%
Utilization #/%	34%	-1%	-0%	-0%	-1%	0%	-0%	-0%	-29%	-0%	-1%	-0%	-0%	0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

Job Categories	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other				
<b>Workforce #/%</b>	3/75%	1/25%	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%				
<b>CLS #/%</b>	605/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	390/39%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
<b>Utilization #/%</b>	15%	25%	0%	0%	0%	0%	0%	-39%	-1%	0%	0%	0%	0%	0%	0%	0%				
<b>Administrative Support</b>																				
<b>Workforce #/%</b>	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/89%	0/0%	0/0%	1/2%	1/2%	0/0%	0/0%	1/2%	0/0%				
<b>CLS #/%</b>	52,750/33%	625/0%	410/0%	210/0%	380/0%	4/0%	75/0%	101,770/63%	1,355/1%	370/0%	300/0%	785/0%	30/0%	810/1%	95/0%	0/0%				
<b>Utilization #/%</b>	-28%	-0%	-0%	-0%	-0%	-0%	-0%	25%	-1%	-0%	2%	2%	-0%	2%	-0%	-0%				
<b>Skilled Craft</b>																				
<b>Workforce #/%</b>	6/100%	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%	0/0%				
<b>CLS #/%</b>	59,945/92%	395/1%	390/4%	445/1%	195/0%	40/0%	65/0%	3,215/5%	25/0%	15/0%	10/0%	90/0%	0/0%	15/0%	10/0%	0/0%				
<b>Utilization #/%</b>	8%	-1%	-1%	-1%	-0%	-0%	-0%	-5%	-0%	-0%	-0%	-0%	0%	-0%	-0%	-0%				
<b>Service/Maintenance</b>																				
<b>Workforce #/%</b>	3/100%	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%	0/0%				
<b>CLS #/%</b>	96,195/53%	1,400/1%	955/1%	345/0%	835/0%	4/0%	70/0%	75,685/42%	925/1%	895/0%	455/0%	1,380/1%	45/0%	804/0%	175/0%	0/0%				
<b>Utilization #/%</b>	47%	-1%	-1%	-0%	-0%	-0%	-0%	-42%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	-0%				

### Significant Underutilization Chart

Job Categories	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals									✓							
Technicians									✓							
Protective Services: Sworn-Patrol Officers									✓							
Administrative Support	✓															

### Law Enforcement Category Rank Chart

Job Categories	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Forensic Specialist Dual Discipline</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Fire Marshall</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Polygraph Examiner Supervisor</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Polygraph Examiner</b>																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Specialist</b>																
Workforce #/%	3/100%	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%	0/0%
<b>Detective</b>																
Workforce #/%	37/52%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	7/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Pilot Supervisor</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Pilot</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Colonel</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Lieutenant Colonel</b>																
Workforce #/%	1/100%	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%	0/0%
<b>Major</b>																
Workforce #/%	2/100%	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%	0/0%
<b>Lieutenant</b>																
Workforce #/%	17/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Corporal</b>																
Workforce #/%	25/66%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																



Job Categories	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	47/94%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	150/90%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	13/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

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[signature]

[title]

[date]



STATE OF MAINE  
Department of Public Safety  
Office of the Commissioner  
104 State House Station  
Augusta, Maine  
04333-0042

PAUL R. LEPAGE  
GOVERNOR

JOHN E. MORRIS  
COMMISSIONER

**MAINE DEPARTMENT OF PUBLIC SAFETY**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

The State of Maine shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment

1. Employment decisions will be based on the principles of equal employment opportunity. Recruitment, testing, selection, and promotion will be administered without regard to race or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status unless a bona fide occupational qualification exists.
2. Further, personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, employee development opportunities and discipline shall be administered without regard to race or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status.
3. Reasonable accommodations will be made for any qualified individual, applicant or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act
4. Managers and supervisors are responsible for awareness of and response to potential discriminatory situations. Employees are required to cooperate fully with the investigation and/or resolution of any discrimination complaint
5. Managers and supervisors are required to actively prevent and correct retaliation or harassment toward any employee who has been involved in the filing, investigation, or resolution of a discrimination claim.
6. The Department will address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible. Supervisors and managers are required to contact the agency EEO Officer if they receive a complaint of this nature.
7. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.