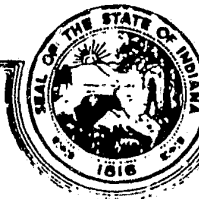


137730

STATE OF INDIANA



INDIANAPOLIS, 46204 - 2261

STATE PERSONNEL DEPARTMENT

Room 513, State Office Building
100 North Senate Avenue

TO: Paul Walters,
Affirmative Action Expediter

FROM: Eric V. Bledsoe *EB*
Affirmative Action Officer

RE: 1989-90 Plan Evaluation

DATE: November 2, 1989

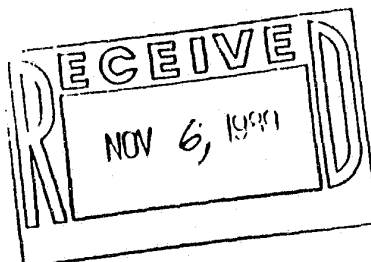
Enclosed you will find a copy of the evaluation of the 1989-90 Affirmative Action Plan for the Law Enforcement Training Board.

If you have any questions and/or comments, please contact me at 232-8029.

I look forward to working with you in the coming plan year.

EVB/lf

enclosure



NCJRS

AUG 8 1992

ACQUISITIONS

LEARNING RESOURCES CENTER
INDIANA
LAW ENFORCEMENT ACADEMY

137730

**U.S. Department of Justice
National Institute of Justice**

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Academy

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LAW ENFORCEMENT TRAINING BOARD #360
PLAN EVALUATION

The plan submitted by the Law Enforcement Training Board contains policy statements signed by the director of State Personnel and Arthur Raney, Jr., Executive Director. The Governor's policy statement is forthcoming. These policy statements are adopted from the model developed by the AA Office and are acceptable.

Paul Walters is designated Affirmative Action Expediter for the agency. The affirmative action related duties of this individual are consistent with state requirements.

The Executive Director has named a committee to serve in an advisory capacity in employment areas related to affirmative action. The members of this committee are representative of the employee population of the agency by race, sex, and job classification. These individuals and their location within the agency are identified in the Plan. Their mission is clearly delineated.

Internal and external dissemination of the agency plan and commitment to affirmative action meet the standard provided in the model.

The Non-Merit Employee Grievance Procedure is a part of the plan, as is the new sexual harassment complaint procedure.

The goals listed are; 1.) to advertise in minority newspapers and minority organizations for recruitment; 2.) continue general advertisement for professional positions; 3.) to inform all staff of minimum standards for qualifications for Training Officers.

Goals projected by the Law Enforcement Training Board are consistent with the areas of priority established by the Indiana Affirmative Action Office and address problems identified in the Utilization and Workforce Analysis and/or Annual Report.

Underutilization exists in the Professional and Officials/Administrators category among Black males and females. Women are not represented in the Skilled Craft category.

No complaints have been filed either internally or externally alleging discrimination on the part of agency personnel.

Considering the criteria provided to the agency in the Affirmative Action Expediter manual, the Annual Report is comprehensive and indicates accomplishments as well as deficiencies in program goals. Areas of priority are reflected in the 1989-90 assessment and specific goals have been developed to address these issues.

Overall, this submitted plan illustrates a constructive effort to effect a proactive Affirmative Action Program.

The Affirmative Action Plan submitted by the Law Enforcement Training Board complies with the model developed for agency plans by the Indiana Affirmative Action Office.

Date: November 2, 1989

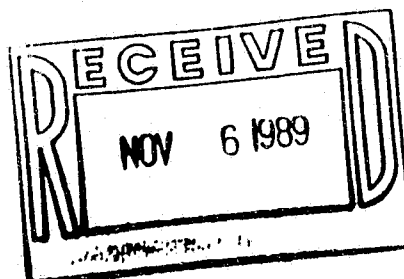
Reviewer: Eric V. Bledsoe,
Affirmative Action Officer

APPROVAL: The Affirmative Action Plan for the Law Enforcement Training Board for the year 1989-90 is hereby approved.

Eric V. Bledsoe

Eric V. Bledsoe
Affirmative Action Officer

Date: *Nov 2, 1989*



LAW ENFORCEMENT TRAINING BOARD

AFFIRMATIVE ACTION PLAN CHECKLIST

AGENCY L.E.T.B.

ITEM COMPLETED

COVER PAGE

FW

INTRODUCTION

FW

POLICY STATEMENTS

GOVERNOR

DIRECTOR OF PERSONNEL

APPOINTING AUTHORITY

FW
FW

PROGRAM DISSEMINATION

INTERNAL

EXTERNAL

FW
FW

AGENCY COMPLAINT PROCEDURE

FW

PROGRAM GOALS

FW

UTILIZATION AND WORK FORCE ANALYSIS

FW

MULTI-LOCATION AGENCY REPORT

N/A

AFFIRMATIVE ACTION ANNUAL REPORT

FW

APPLICANT TRACKING ANALYSIS

FW

COMPLAINT ACTIVITY REPORT

FW

This Affirmative Action Plan
is approved for the period

from July 1989 to June 1990

EWB/bsc

INDIANA AFFIRMATIVE ACTION OFFICER

Date Nov 2, 1989

STATE OF INDIANA



PLAINFIELD, 46168

LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

JULY 17, 1989

INDIANA LAW ENFORCEMENT TRAINING BOARD
P. O. BOX 313, COUNTY ROAD 700E
PLAINFIELD, INDIANA 46168

1989-90 AFFIRMATIVE ACTION PLAN YEAR

ARTHUR R. RANEY, JR.
EXECUTIVE DIRECTOR

PAUL WALTERS
AFFIRMATIVE ACTION EXPEDITER



LAW ENFORCEMENT TRAINING BOARD AGENCY INTRODUCTION

The mission of the Law Enforcement Training Board is to provide a program of mandatory basic training for all new law enforcement officers; provide mandatory executive level training to all newly appointed chiefs of police; and provide advanced and specialized training for all law enforcement officers on a continuing basis in order to ensure the public safety and general welfare of the people of Indiana (IC 5-2-1-1 through 5-2-1-15).

Goals of the Board for the 1989-90 fiscal year are to: 1) train and certify in a timely manner an estimated 600 new law enforcement officers for state, county, city, town, university and railroad agencies; 2) offer advanced and specialized training to all law enforcement officers in the state; 3) encourage a program of continuing education to further professionalism within law enforcement and improve the quality of police service to the public; and 4) establish and implement an effective regional training program within Indiana to include the monitoring of training at satellite academies. Prolific growth in the number of successful lawsuits filed against our sister states and local governments for "inadequate training", "failure to train" and "negligent training" should be sufficient motivation for Indiana to act -- before it happens to us.

Total Employee Work Force - 45

Males - 56%
Females - 44%
Whites - 100%

STATE OF INDIANA

STATE PERSONNEL DEPARTMENT



INDIANAPOLIS, 46204 - 2261

Room 513, State Office Building
100 North Senate Avenue

TO: All Appointing Authorities

FROM: Eric V. Bledsoe, *EVB*
Affirmative Action Officer

RE: Governor's Policy Statement

DATE: November 7, 1989

Enclosed you will find Governor Evan Bayh's Policy Statement on Affirmative Action.

I would very much appreciate it if this statement would be inserted in your already approved, or soon to be approved 1989-90 Affirmative Action Plans. Please, also remember to make the appropriate copies for the State Library.

Thank you for your cooperation in this matter.

EVB/lf

enclosure

RECEIVED

NOV 10 1989

INDIANA LAW ENFORCEMENT
TRAINING BOARD



OFFICE OF THE GOVERNOR
INDIANAPOLIS, INDIANA 46204 - 2797

EVAN BAYH
GOVERNOR

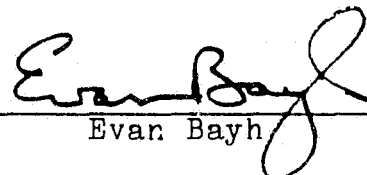
GOVERNOR'S POLICY STATEMENT

The State of Indiana is committed to recruit, select, develop and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age or disability.

This policy affects decisions regarding an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. We will strive to maintain a working environment free of sexual harassment and intimidation. We will comply with the spirit as well as the letter of applicable state and federal law.

In addition to my personal commitment, I also commit the members of my executive staff, the agency heads and the entire management team throughout state government to move toward even more progressive affirmative action in state employment. All employment decisions will be made in a manner which will advance the principles of equal employment opportunity and affirmative action.

In order to ensure this expectation is carried out, I direct all appointing authorities to place affirmative action on their list of agency priorities. In addition, I charge the Director of State Personnel to develop and maintain the necessary programs, records, and reports to comply with laws and regulations and with the goals and objectives of equal employment opportunity and affirmative action programs.


Evan Bayh



STATE PERSONNEL DEPARTMENT

Room 513, State Office Building
100 North Senate Avenue

POLICY STATEMENT ON AFFIRMATIVE ACTION DIRECTOR OF STATE PERSONNEL

As the State Personnel Director, I reiterate and affirm both the Governor's commitment and the statutory commitment to equal employment opportunity and affirmative action in all employment practices for the State of Indiana.

The State Personnel Department will develop, promulgate and ensure the implementation of employment rules and policies that do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability in the wages, hours, benefits, terms or conditions of employment for persons employed by or seeking employment with the State of Indiana.

Carolyn M. MacAvoy is designated as State Affirmative Action Officer. In this capacity she will fulfill the statutory responsibilities of the position which include:

1. establishing annually with each state agency reasonable affirmative action goals, determining whether good faith efforts have been made to reach established goals, and providing technical assistance to each state agency in developing a detailed affirmative action program needed to reach goals;
2. assisting in training activities by state and other agencies in accordance with the affirmative action policy;
3. conducting affirmative action training for state agency appointing authorities, personnel officers, and affirmative action expeditors;
4. providing technical assistance in the area of affirmative action to state agencies for supervisory training and new employee orientation;
5. identifying those agencies which shall prepare Affirmative Action Plans and those from which a policy statement is sufficient.
6. reviewing and approving or disapproving each plan or statement for effectiveness and compliance with Affirmative Action policy;

8. making recommendations to the Governor for the appointment of members of the state advisory committee; and
9. other duties as assigned.

Managers throughout the State Personnel system will comply with all State and federal regulations in the fulfillment of their duties. The employment process will be monitored for compliance with the *Uniform Guidelines for Employee Selection* as promulgated by the Equal Employment Opportunity Commission. Pre-employment tests will be validated for content and for the elimination of barriers which may exist for affected class applicants. Employee records shall be kept in compliance with federal regulations, and in a manner which does not discriminate. The classification system, employee relations programs and benefit programs shall all be established and administered in a manner which does not discriminate.

Effective July 1, 1989, agency appointing authorities are directed to include affirmative action goals as a factor to be rated in the performance evaluation of each manager in their agency. Performance benchmarks for each manager should be developed and included on the performance appraisal form.

Recruitment resources will be expanded to include women's groups, minority resources, and groups working to advocate for and assist persons with a physical or mental disability to become employed. Recruitment notices, forms, and advertisements shall be monitored for language which could be considered to be discriminatory. All advertisements shall include the phrase "An Equal Opportunity Employer".

Data identifying an applicant's or employee's race, color, sex, age, or handicap shall not be utilized as a basis for employment decisions, unless provided for by law.


Robert C. McHenry, Director
State Personnel Department

5/15/89
Date



LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

July 17, 1989

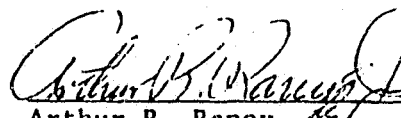
1989-90 Affirmative Action Plan
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the State of Indiana and Law Enforcement Training Board to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex or handicap.

The Executive Director continues to be committed to the concept of equal employment opportunity as a necessary element of basic principles that all persons shall be afforded equal access to positions in the public service. Equal opportunity can best be achieved through a definite Affirmative Action Program. If progress toward achieving equal employment opportunity is to be made, every employee must realize that policies to remove inequalities cannot be passive. Positive steps must be taken to remove conditions which could result in unlawful employment discrimination.

The major emphasis of the Law Enforcement Training Board Affirmative Action Plan is to continue to remove artificial employment barriers and to apply good faith efforts to seek out, employ, train, and promote under-represented protected group members within and into the agency's workforce.

The Executive Director, through adoption of the Affirmative Action Plan, commits the Law Enforcement Training Board and all its operating departments to a results-oriented personnel program aimed at achieving equal employment opportunity in all occupational levels.


Arthur R. Raney, Jr.
Executive Director

STATE OF INDIANA



PLAINFIELD, 46168

LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

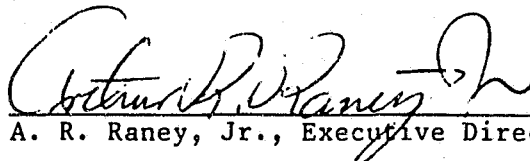
Post Office Box 313
Area Code 317/839-5191

DESIGNATION OF
AFFIRMATIVE ACTION EXPEDITER

I hereby appoint Paul Walters to serve as the Affirmative Action Expediter for the above listed agency until a successor is designated. In compliance with the Indiana Affirmative Action statute, Paul Walters will report directly to the Executive Director in all matters which relate to affirmative action, civil rights and equal employment opportunity. The duties associated with this position are attached.

The Expediter shall act as a liaison between the above listed agency and the State Personnel Department Affirmative Action Office in all matters which affect equal employment opportunity.

July 17, 1989


A. R. Raney, Jr., Executive Director

STATE OF INDIANA



PLAINFIELD, 46168

LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

SEXUAL HARASSMENT IS PROHIBITED

The employment policy of the State of Indiana and the Indiana Law Enforcement Training Board is to provide a work environment free from sexual harassment and to discipline (up to and including discharge) anyone who violates this policy. The purpose of this policy is not to regulate employees' personal lives or morality but to provide a workplace free from sexual harassment.

WHAT IS SEXUAL HARASSMENT? EEOC DEFINES IT AS:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

PROCEDURE FOR REPORTING SEXUAL HARASSMENT

Victims of sexual harassment should report the facts to the Ms. Sue Roberson, Human Resources Development Division, State Personnel Department, Room 513, State Office Building, 100 North Senate Avenue, Indianapolis, Indiana 46204; phone (317) 232-3007. An interview will be arranged with someone with whom you can comfortably discuss the situation. The confidentiality and privacy of those involved will be protected to the full extent permitted by law, and information will be disseminated only on a need to know basis. After a thorough investigation you will be informed of the outcome.

Other agencies with jurisdiction over sexual harassment in the workplace include the Indiana Civil Rights Commission (317) 232-2600 and the Equal Employment Opportunity Commission (317) 226-7212.

STATE - INDIANA

89-29



INDIANAPOLIS, 46204 - 2261

STATE PERSONNEL DEPARTMENT

Room 513, State Office Building
100 North Senate Avenue

TO: All Appointing Authorities

FROM: Robert C. McHenry, Director *RCM*
State Personnel Department

DATE: April 3, 1989

SUBJECT: Sexual Harassment

Title VII of the Civil Rights Act of 1964 and sound management practices dictate that sexual harassment in the context of employment be prohibited and that swift and decisive steps be taken in response to sexual harassment complaints. Recent court decisions and activities of enforcement agencies underscore the seriousness of improper conduct of this type. The harasser will be personally liable for this misconduct. In some situations, other management personnel and the State itself may be accountable for the misconduct. The means by which problems are addressed once management knows or should have known of any alleged harassment is often a major part of the courts' critical analysis of cases.

For these reasons, a new policy for resolving sexual harassment complaints is enclosed for dissemination to your employees. This uniform procedure replaces the separate merit and non-merit procedures published by the State Personnel Department in 1982. The 1982 policy failed to provide uniform treatment of employee complaints, which is a critical analysis element. While the procedure established in the enclosed policy statement is not the exclusive remedy, it provides a quick, simple and effective method for bringing an employee's concerns to the attention of this office, where appropriate investigations will be conducted and remedies formulated. The new procedure applies to all employees in state government regardless of the availability of other grievance procedures.

RCM/BKB/jh

enclosure



LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

July 17, 1989

DISSEMINATION OF THE AFFIRMATIVE ACTION PLAN

INTERNAL

- A. The internal dissemination efforts were done according to Section V of our agency plan for 1984-85.
1. Bulletin boards are inspected weekly for the important Affirmative Action material.
 2. All supervisors are instructed to give each of their respective employees information on where plan can be reviewed. Each supervisor also has a copy in their possession.
 3. They were also told in their first staff meeting after plan was approved, and where they could review it.
 4. Affirmative action officers are discussed at staff meetings with supervisors when a job opening occurs.

STATE OF INDIANA



PLAINFIELD, 46168

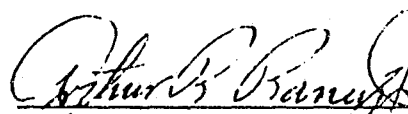
LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

July 17, 1989

EXTERNAL

- A. Advertising is normally done through local newspapers, State Affirmative Action Office, State Personnel Office, and other resource groups.
- B. Other State Agencies and State Universities.
 - 1. The Law Enforcement Training Board's Affirmative Action Plan for equal employment opportunity will be disseminated as follows:
 - a. Recruiting sources will be informed in writing that we are an equal employment opportunity employer.
 - b. Written and personal contacts will be made with minority and women's organizations, community agencies and leaders, news media, high schools, colleges and employment and training programs to inform them that we are an equal employment opportunity employer, and encourage the application of minorities, women, handicapped and other protected group persons.
 - c. The Affirmative Action Expediter and Personnel Officer will disseminate employment information, seek and counsel prospective protected group applicants, provide information on the affirmative action program and in general assure that every possible contact is made to assist the affirmative action effort.


Arthur R. Raney, Jr.
Executive Director

"An Equal Opportunity Employer"



July 17, 1989

DESIGNATION OF
AFFIRMATIVE ACTION ADVISORY COMMITTEE

The agency Affirmative Action Advisory Committee serves at the discretion of the Appointing Authority.

Criteria for selection of members of the Committee include the candidate's understanding of affirmative action as it relates to the State of Indiana administrative and employment practices. The committee should be broadly representative of the ethnic and sexual composition found in public service and the community in general. Members should include employees at-large who are qualified to represent the interests of all groups in the labor force.

DUTIES OF AN AFFIRMATIVE ACTION ADVISORY
COMMITTEE

The Affirmative Action Advisory Committee shall function as a resource to the Affirmative Action Expediter, the Personnel Director, and the Appointing Authority. It shall assist in the development, evaluation, review and submission of recommendations for action on achieving affirmative action goals and objectives. To accomplish these responsibilities, the Committee will:

- A. serve as a source of information regarding community and employee concerns relative to affirmative action;
- B. become familiar with the agency's employment policies and procedures, the resources available to the agency personnel office, and should maintain close liaison with the Affirmative Action Expediter;
- C. meet regularly in order to carry out its functions and responsibilities. All regular meetings of the Committee should be open and public.

STATE OF INDIANA



PLAINFIELD, 46168

LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

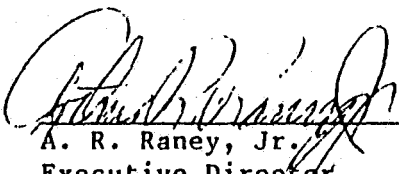
July 17, 1989

DESIGNATION OF AFFIRMATIVE ACTION ADVISORY COMMITTEE

I hereby appoint the individuals named below to serve as the Law Enforcement Training Board Affirmative Action Advisory Committee until such time as their successors are appointed.

The duties associated with this position are attached.

NAME	CLASSIFICATION	DEPARTMENT	TELEPHONE
Charles Burch	Training Director I	Training	839-5191 (ext. 50)
Judi Cooper	Secretary II	Administrative	839-5191 (ext. 13)
Marilyn Glander	Info-Specialist IV	Training	839-5191 (ext. 34)
Ann Lofton	Bldg. Custodian IV	Housekeeping	839-5191 (ext. 59)


A. R. Raney, Jr.
Executive Director



July 17, 1989

AGENCY AFFIRMATIVE ACTION GOALS

FOR 1989-90

1. Agency will advertise in minority newspapers and through minority organizations for administrative and professional job vacancies, when they occur.
2. Agency will advise the State Affirmative Action Office Coordinator (Yvonne Fender) and request assistance for qualified applicants when jobs become available. Job description and qualifications will also be disseminated to the office for background information. This will also be sent to State Personnel Department (Kerrie DeFabis), Non-Merit Section.
3. Agency will continue to advertise for professional positions through our training calendar, newspaper, etc.
4. Basic students will also be told about current qualifications for minimum standards for Training Officers for our agency.



AGENCY REVIEW OF UTILIZATION AND WORK FORCE ANALYSIS

The Officials and Administrators category consists of three white males. The only other group with significant availability for this category is white females. Significant over-utilization occurs for white males and moderate under-utilization for white females. Availability for black males and females is 2%, with other groups having less than 1%.

The Professional category consists of sixteen persons. All are white, ten are male and six are female. Again, availability for black males is 2% and black females is 3%. Other groups have less than 1% availability. White males are moderately over-utilized and white female utilization is within the acceptable range. Nine persons in this category are over forty. This would be one of the main areas of concentration for recruitment.

The Technician category consists of three white females and one white male. This group is significantly over-utilized in this category. White males are significantly in the category. Slightly higher availability percents are found in this category for black males and females (3% and 6% respectively). Asian/pacific islander males and females are also available in this category at a higher percent than the previous categories (1% and 4% respectively). One person in this category is over forty.

The Clerical category consists of nine persons. There are eight white females and one white male. The white male group is relatively close to utilization and the white female group is higher than availability. There are no blacks in either group.

The Skilled Craft category consists of seven white males. The utilization of males in this category is typical due to the nature of these positions. There is under-utilization in the black male and white female category of 7%. The remainder of the groups have very little availability. If one female was hired in this category, it would create more of a balance and bring the agency closer to appropriate utilization in this category.

The Service and Maintenance category consists of six persons. There are two white males and four white females. White males are slightly under-utilized and the white females are over-utilized. There are no blacks (females or males) in this group. There are five employees over forty. Also, there is one handicapped male under forty in this group.

FORCE ANALYSIS FORM

July 17, 1

AGENCY Law Enforcement Training Board

1988/89

KEO CATEGORY: Officials & Administrators

One Person Represents 63.31 Percent of Category

Classification Title	BLACK		WHITE		HISPANIC		A/PI		AI/AN		TOTAL		OVER 40		DISABLED	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Program Director			2								2		2			
Unclassified EV			1								1		1			
1. Total Utilization			3								3		3			
2. Utilization Percent			100								100		100			
3. Availability Percent	2	2	68	27	.4	.3	.2	.1			71	29				
4. Analysis	-2	-2	+32	-27	-.4	-.3	-.2	-.1			+29	-29				
5. 80% Availability	.016	.016	54.4	.22	.003	.002	.002	.001								
6. Impact Analysis																

AGE: Law Enforcement Training Board

One Person Represents (6.31) Percent of Category

Classification Title	BLACK		WHITE		HISPANIC		A/PI		AI/AN		TOTAL		OVER 40		DISABLED	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Training Director I			1								1		1			
Training Officer III			4								4		2			
Librarian IV				1								1		1		
Attorney I			1								1					
Information Spl. IV				1								1				
Business Administr. IV				1								1		1		
Administrative Asst. IV				1								1		1		
Administrative Asst. VI				1								1		1		
Training Director V			3	1							3	1	1	1		
Training Director IV			1								1					
1. <u>Total Utilization</u>			10	6							10	6	4	5		
2. <u>Utilization Percent</u>			62.5	37.5							62.5	37.5	25	31.3		
3. <u>Availability Percent</u>	2	3	47	46	.4	.4	.8	.3			50	50	X	X	X	X
4. <u>Analysis</u>	-2	-3	15.5	-8	-.4	-.4	-.8	-.3			+12.5	-12.5	X	X	X	X
5. <u>80% Availability</u>	.016	.002	37.6	36.8	.032	.032	.064	.002			X	X	X	X	X	X
6. <u>Impact Analysis</u>			2.46	1							X	X	X	X	X	X

AGEN Law Enforcement Training Board

SEO CATEGORY: Technicians

One Person Represents (25%) Percent of Category

Classification Title	BLACK		WHITE		HISPANIC		A/PI		AI/AN		TOTAL		OVER 40		DISABLED	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Account Clerk III				1								1				
Account Clerk IV				2								2		1		
Photo Lab Tech. II			1									1				
1. Total Utilization			1	3								1	3		1	
2. Utilization Percent			25	75								25	75		25	
3. Availability Percent	3	6	53	35		.4	1	4				65	35			
4. Analysis	-3	-6	-28	+40		-.4	-1	-4				40	-40			
5. 80% Availability	2.4	4.8	42.4	28		.32	.8	3.2								
6. Impact Analysis			*1.12	*-1.6												

FORCE ANALYSIS FORM

AGENCY: Law Enforcement Training Board

KEO CATEGORY: Office Clerical

One Person Represents (11%) Percent of Category

[illegible]

AGENCY Law Enforcement Training Board

One Person Represents (14 %) Percent of Category

Classification Title	BLACK		WHITE		HISPANIC		A/PI		AI/AN		TOTAL		OVER 40		DISABLED	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Auto Mechanic Foreman			1								1					
Maintenance Repairs III			3								3		1			
Senior Printer			1								1		1			
Maintenance Super. III			1								1		1			
W71073 Maint. Repair III			1								1					
1. Total Utilization			7								7		3			
2. Utilization Percent			100								100		43			
3. Availability Percent	7	1	84	7	.7	.1	.2	.06	.2	.03	92	8				
4. Analysis	-7	-1	+16	-7	-.7	-.1	-.2	-.06	-.2	-.03	-8	8				
5. 80% Availability	5.6	8	67.2	5/6	5.6	.8	.16	.048	.16	.024						
6. Impact Analysis																

FORCE ANALYSIS FORM

AGENCY: Law Enforcement Training Board

REQ CATEGORY: Service Maintenance

One Person Represents (15 %) Percent of Category

Classification Title	BLACK		WHITE		HISPANIC		A/PI		AI/AN		TOTAL		OVER 40		DISABLED	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Building Custodian IV			1	2							1	2		2	1	
Building Cust. Sup. VI				2								2		2		
Building Custodian IV			1								1		1			
1. Total Utilization			2	4							2	4	1	4	1	
2. Utilization Percent			16	26							16	26	10	26	6	
3. Availability Percent	15	3	65	16	1	.1		.1			81	19	X	X	X	X
4. Analysis	-15	-3	49	-10	-1	-.1		-.1			65	-7	X	X	X	X
5. 80% Availability	12	2.4	52	12.8	8	.8		.8			X	X	X	X	X	X
6. Impact Analysis				*2.25							X	X	X	X	X	X

STATE OF INDIANA



PLAINFIELD, 46168

LAW ENFORCEMENT TRAINING BOARD
INDIANA LAW ENFORCEMENT ACADEMY

Post Office Box 313
Area Code 317/839-5191

July 17, 1989

AFFIRMATIVE ACTION ANNUAL REPORT FOR 1988/89

During the 1987/88 plan year the agency supervisors received special EEO training. They felt the training was valuable. Therefore, the Agency Affirmative Action Committee felt special training for all employees would be helpful. Mrs. Barbara Johnson of the State Affirmative Action Office provided "Sexual Harassment Training" for all employees on November 23, 1988. Our staff found it very interesting, asked many questions, and presented some specific scenarios for special comments.

There were fifty-eight applicants for employment from June 1, 1988 thru May 31, 1989. There were no minorities in this group. Four of these applicants had handicaps. All of them were males under age forty. Three of these applicants were interviewed and one was hired. Also there were eleven applicants over forty (four females and seven males).

Assessment of Complaint Activity:

Again, compared to the 1987/88 report, there have been no official complaints by employees.

Assessment of Program Goals for Prior Year (1988/89):

The State Affirmative Action Office provided special Sexual Harassment Training for all agency employees. The response was good. A special thanks goes to Mrs. Barbara Johnson for the excellent presentation, and the employee response to the program.

Regarding the successful recruitment of minorities and handicapped: there were no applications received from the minority class during the past year. However, we did not advertise since there were no professional job vacancies. There were four handicapped persons who filed an application. Three of them were interviewed and one was hired.

Our agency will continue to work toward successful recruitment of qualified handicapped and minorities for job position vacancies in our agency.

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APPLICANT TRACKING ANALYSIS FOR AFFIRMATIVE ACTION PLAN YEAR 1988-89

Please refer to our prior quarterly reports. As you will note, we (our agency) analyze each quarterly report when it is submitted.

Our agency had fifty-eight applications filed during the past plan year (June 1, 1988 thru May 31, 1989). All applicants were white. There were six job vacancies. Eight applicants were over age forty. Of the applicant group, five were classified as handicapped and one of these applicants was hired.

Paul Walters
Affirmative Action Expediter

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NON-MERIT COMPLAINT ACTIVITY REPORT

The Law Enforcement Training Board has not had a written complaint filed with the agency. This would be in reference to Violation of Policy or law which relates to: Race, Color, Religion, National Origin, Ancestry, Age, Sex and Handicap. To our knowledge, there have been no verbal complaints either.

The following form will be used when a complaint occurs:

DATE FILED: _____

NATURE OF COMPLAINT: _____ Discharge _____ Suspension
_____ Terms and Conditions of Employment
_____ Sexual Harassment
_____ Disciplinary Action
_____ Other _____

BASIS OF
ALLEGATION: _____ Race/Color _____ Sex _____ Religion _____ Age
_____ National Origin/Ancestry _____ Handicap

DISPOSITION: _____

FILED: _____ INTERNALLY _____ EXTERNALLY



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GRIEVANCE PROCEDURE (Non-Merit)

The following non-merit employee's grievance procedure will be handled as outlined below.

- A. Step I - Employee (grievant) should first reduce his complaint to writing and forward a copy to the agency Affirmative Action Expediter. The employee should discuss his grievance with his immediate supervisor.

The Supervisor and employee should try to reach a mutually satisfactory settlement within two (2) consecutive working days. If this is not accomplished, the complaint shall be referred to Step II.

- B. Step II - After reviewing the complaint, the agency Affirmative Action Expediter should counsel the employee as to the proper filing dates of the Indiana Civil Rights Commission and Equal Employment Opportunity Commission.
- C. Step III - The complaint shall then be presented by the grievant or his representative to the employee's immediate supervisor. At this point, the agency's Expediter should attend the meeting and take extensive notes. If a mutually satisfactory settlement has not been reached within four (4) consecutive working days, such complaint shall then be referred to the Appointing Authority.
- D. Step IV - An investigation should be done by the agency Expediter and submitted to the Appointing Authority for review and consideration.

The Appointing Authority, or his designee, shall hold a hearing (meeting) to enable the employee or his representative and the Affirmative Action Expediter to present the case as they view it.*

Before rendering a decision, within ten (10) consecutive working days, the Appointing Authority should consider all the evidence, but especially that from the investigation performed by the Affirmative Action Expediter.

- E. Step V - If the Appointing Authority does not render his decision in favor of the employee, the employee may then seek outside methods of settlement with either Equal Employment Opportunity Commission or the Indiana Civil Rights Commission.

*A hearing is defined as a meeting between the Appointing Authority or his designee, the employee or his representative, allows the grievant to present his case to the Appointing Authority in the presence of an unbiased party.



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Complaint Activity Report

Our agency has not experienced complaints.

Personnel Activity Report

- A. Due to our geographic location, we feel this may be one of the reasons that the majority of applicants who complete application forms are not of the affected class.
- B. We are unaware of any practices, procedures, or policies that have caused a problem.

COMPLAINT ACTIVITY REPORT

AGENCY

LAW ENFORCEMENT TRAINING BOARD

[illegible]