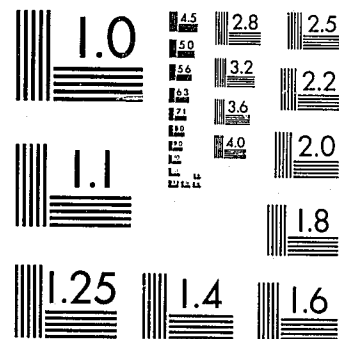


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State of Wisconsin \ OFFICE OF THE GOVERNOR

WISCONSIN COUNCIL ON CRIMINAL JUSTICE

122 WEST WASHINGTON AVENUE  
MADISON, WISCONSIN 53702  
(608) 266-3323

James E. Baugh, Ph.D.  
EXECUTIVE DIRECTOR

Lee Sherman Dreyfus  
Governor

A Special Study of the Wisconsin  
Council on Criminal Justice

Affirmative Action/Equal Employment  
Opportunity Program

Prepared by:

Michael R. Moskoff

Research, Evaluation and Policy Section  
Wisconsin Council on Criminal Justice

August 1980

NCJRS

NOV 13 1980

ACQUISITION

A Special Study of the Wisconsin Council on  
Criminal Justice  
Affirmative Action/Equal Employment Opportunity Program

Introduction

At the May 20, 1980 meeting of the Wisconsin Council on Criminal Justice (WCCJ), members asked staff to report on the effect the Council's Affirmative Action/Equal Employment Opportunity Program (AA/EEO) has had on Wisconsin's criminal justice system. Following are survey results compiled by WCCJ staff.

Methodology

Upon request of WCCJ staff, Wisconsin's Crime Information Bureau co-operated in collecting employment data from state law enforcement agencies (See Attachment #1). Pursuant to the Council's request the following types of data were collected:

1. Males Employed
2. Females Employed
3. Minorities<sup>1</sup> Employed
4. Full-time Employees
5. Part-time Employees
6. Officers
7. Civilians

In surveying courts and corrections agencies we asked for the numbers of professionals and clericals employed instead of officers and civilians. A computer printout was provided by LEAA. All agencies (74) funded from 1979 through July 1, 1980 were mailed the questionnaire<sup>2</sup>. Attachment #2 is the survey instrument used.

A number of idiosyncrasies accompanied returns from several agencies. For instance, three (3) agencies did not fill out the questionnaire because there is "a new project director" or "some of the questions were not relevant". Seven (7) agencies answered Part I (statistical information) but did not fill out any of Part II.

Caveats

Because baseline data relating to minorities do not exist, the purpose of this study is to develop such statistics for future studies and provide WCCJ with information available to date. At this time no claims can be made regarding the change effect of WCCJ's AA/EEO program upon the Wisconsin criminal justice system's employment status.

<sup>1</sup>Minority is defined as including Blacks, Hispanics (Spanish-Surname Americans), American Indians and Asian Americans.

<sup>2</sup>These include 'domestic abuse', 'juvenile justice including shelter care', 'statewide projects', etc.

Findings - Part I

In June the Department of Justice, Crime Information Bureau mailed questionnaires to 647 law enforcement agencies throughout Wisconsin; 591 agencies responded. Table I is a summary of the numbers and types of positions in these agencies from 1975 through July 1, 1980.

TABLE I:  
FULL-TIME LAW ENFORCEMENT EMPLOYEE DATA  
SUMMARIES OF 1975 THROUGH JULY 1, 1980

	1975	1976	1977	1978	1979	July 1, 1980
# Employees	10,633	10,804	10,936	12,124	12,245	12,545
% Officers	87%	86%	85%	85%	84%	84%
% Civilians	13%	14%	15%	15%	16%	16%
# Officers	9,249	9,339	9,342	10,267	10,271	10,554
% Male	98%	97%	97%	97%	96%	96%
% Female	2%	3%	3%	3%	4%	4%
# Civilians	1,384	1,465	1,594	1,857	1,974	1,991
% Male	39%	39%	39%	35%	37%	34%
% Female	61%	61%	61%	65%	63%	66%

The data reveal that, over time, the percentage of male officers has remained fairly constant. A small change occurred in the percentage of male civilians which decreased; female civilians increased. The proportion of female officers, although small, has doubled since 1975.

Table II provides law enforcement data for male and female full-time and part-time employees.

TABLE II:  
ACTUAL LAW ENFORCEMENT EMPLOYEES AS OF JULY 1, 1980

		FILLED POSITIONS - NUMBER AND PERCENT OF STATE TOTAL		
		TOTAL	FULL-TIME	PART-TIME
OFFICERS	Male	11,617 (78%)	10,110 (81%)	1,507 (62%)
	Female	562 (4%)	444 (4%)	118 (5%)
	Total	12,179 (81%)	10,554 (84%)	1,625 (67%)
CIVILIANS	Male	1,012 (7%)	674 (5%)	338 (14%)
	Female	1,768 (12%)	1,317 (10%)	451 (19%)
	Total	2,780 (19%)	1,991 (16%)	789 (33%)
TOTAL	Male	12,629 (84%)	10,784 (86%)	1,845 (76%)
	Female	2,330 (16%)	1,761 (14%)	569 (24%)
STATE TOTAL		14,959 (100%)	12,545 (100%)	2,414 (100%)

The vast majority of full-time positions in law enforcement agencies are filled by males (86%). The percentage of females employed part-time in 1980 has increased (from 14% full-time to 24%). The majority of the increase (100%) is in civilian positions (from 16% full-time to 33% part-time). Women account for approximately 4% of all sworn officers.

Table III shows minority law enforcement employees as of July 1, 1980.

TABLE III:  
MINORITY LAW ENFORCEMENT EMPLOYEES AS OF JULY 1, 1980\*

	TOTAL		FULL-TIME		PART-TIME	
	Number of Positions Filled by Minorities	Minorities as Percentage of all Filled Positions	Number of Positions Filled by Minorities	Minorities as Percentage of all Filled Positions	Number of Positions Filled by Minorities	Minorities as Percentage of all Filled Positions
Officers	394	3%	376	4%	18	1%
Civilians	149	5%	119	6%	30	4%
State Total	543	4%	495	4%	48	2%

The data in Table III shows minority personnel account for approximately 4% of all law enforcement employees. As revealed in Table IIIa there are 336 male sworn officers and 40 females working full-time (Total N = 376). Part-time officers are 16 male and 2 female. Male and female civilians working full-time are 47 and 72 (N = 119) with part-time being 10 and 20, respectively. (The City of Milwaukee has a total of 2,286 law enforcement employees of which 210 are minorities. Therefore, 9% of Milwaukee's Police Department is comprised of minorities.)

Table IIIa:  
MINORITY LAW ENFORCEMENT EMPLOYEES BY SEX

	TOTAL		FULL-TIME		PART-TIME	
	Male	Female	Male	Female	Male	Female
Officers	352	42	336	40	16	2
Civilians	57	92	47	72	10	20
State Total	409	134	383	112	26	22

\*A total of 73 of the 591 law enforcement agencies that responded to the survey employ minorities (12%); 56 agencies reported full-time minority officers; 11 agencies reported part-time minority officers.

## Findings - Part II

Of 74 agencies mailed the WCCJ questionnaire, 33 (45%) responded (See Table IV). Returns were highest by Shelter Care, Domestic Abuse and Corrections projects and lowest in the Courts, Statewide and Juvenile Justice area.

TABLE IV:  
CRIMINAL JUSTICE AGENCIES RESPONDING TO SURVEY

AREA	# MAILED	# RETURNED
Courts	9	1
Corrections	13	8
Juvenile Justice	16	7
Shelter Care	18	10
Domestic Abuse	8	5
Statewide	10	2
TOTALS	74	33

Of all full-time employees (N = 2,245), 49% are male and 51% are female (See Table V) with women out-numbered amongst professionals but dominant in the clerical field. Minorities account for 9% of the full-time workers. This figure is the average for all agencies responding. (A closer look at the data shows that three agencies (Urban League of Racine, Wisconsin Correctional Service and Menominee Indian Tribe) accounted for 48% (N = 101) of the minorities employed by responding agencies.) Of the total 211 minorities employed full-time, 75 are professionals and 36 are clericals; 103 are male, 108 female (See Table VI).

Table V: Full-Time Employees in WCCJ-Funded Agencies  
As of July 1, 1980

Project	Professional			Clerical			Total Employees		
	Males	Females	Minorities	Males	Females	Minorities	Males	Females	Minorities
Courts									
Winnebago County	6	0	0	0	4	0	6	4	0
Kenosha County									
Portage County									
Marathon County									
Dane County									
Price County									
LaCrosse County									
Milwaukee County									
Richland County									
Corrections									
Jewish Voc. Services									
Urban League of Racine	18	16	27	0	11	6	18	27	33
Ryan Community	5	3	0	0	0	0	5	3	0
Trinteam Inc.	2	2	0	0	1	0	2	3	0
Western Dairyland	45	55	1	0	6	0	45	61	1
Ananda Marga	0	6	0	0	1	0	0	7	0
New Concepts									
Lac du Flambeau									
Vets House	5	0	1	0	0	0	5	0	1
Rock County									
Horizons	0	5	3	0	0	0	0	5	3
Citizen/Offender, Inc.									
Financial & Debt Counseling Services									
Juvenile Justice									
Winnebago County									
Brown County									
Outagamie County									
Walworth County									
Chippewa County	1	0	0	0	0	0	1	0	0
Dunn County									
Washburn County	1	0	0	0	0	0	1	0	0
Manitowoc County									
Richland County									
Central Baptist									
Washington County	2	3	0	0	1	0	2	4	0
Waples House	6	9	0	0	3	0	6	12	0
Renewal Unlimited	10	4	0	2	1	0	12	5	0
Tellurian Community	18	6	2	1	2	0	19	8	2
Kenosha Youth Development, Inc.	5	11	1	0	2	0	5	13	1
Community Relations Soc. Development Commission									
Shelter Care									
Sheboygan County	2	2	0	0	0	0	2	2	0
Pond du Lac County									
Sauk County									
Dodge County	6	16	1	0	8	0	6	24	1
Lincoln County	4	4	0	1	12	0	5	16	0
Clark County	9	25	0	0	0	0	9	25	0
Ashland County									
Racine County	130	40	13	0	0	0	130	40	13
Ozaukee County	7	15	0	0	4	1	7	19	1
Washington County									
St. Croix County									
Polk County									
Grant County	10	20	1	1	22	0	11	42	1
Walworth County	0	1	0	2	2	0	2	3	0
Shawano County	6	4	0	0	11	0	6	15	0
Marinette County									
Buffalo County									
Waushara County	5	9	0	0	1	0	5	10	0
Domestic Abuse									
Catholic Social Services									
Dane County	0	11	0	0	1	0	0	12	0
Southwestern CAP	11	17	0	28	65	1	39	82	1
Women's Resource Center									
Wis. Correctional Service	49	52	33	0	9	7	49	61	40
Fox Cities	0	1	0	0	0	0	0	1	0
Winnebago Rape Action Committee									
Green Bay Rape Crisis Center	0	1	0	0	0	0	0	1	0
Statewide									
Supreme Court									
Menominee Indian Tribe	24	5	25	0	3	3	24	8	28
Center for Public Representation	3	5	0	0	1	0	3	6	0
DHSS/DOC	662	245	67	19	375	18	681	620	85
IW-Superior									
Center for Public Policy									
Department of Justice									
Great Lakes Inter-Tribal Council									
Public Defender									
WCCJ									
TOTALS	1052	593	175	54	546	36	1106	1139	211

TABLE VI:  
MINORITIES EMPLOYED IN WCCJ-FUNDED AGENCIES  
AS OF JULY 1, 1980

	Full-Time			Part-Time			Grand Total
	Males	Females	Total	Males	Females	Total	
Professional	102	73	175	17	16	33	208
Clerical	1	35	36	1	8	9	45
TOTAL	103	108	211	18	24	42	253

Omitting the five (5) larger employing agencies including Racine County and the Division of Corrections as well as the three (3) stated on page 5 we find minority personnel accounting for 2% of the positions in the remaining 28 agencies. Of the 33 responding agencies, 19 (58%) do not employ minorities.

Some reasons account for some findings in this area. Minorities comprise approximately 5% of Wisconsin's population. A vast majority of survey respondents stated that the major reason for low or no minority employment was that there are few if any minorities living in their jurisdictions.

Other projects explain other heavy populations. For instance, Horizon House, Ananda Marga and Dane County Advocates for Battered Women all employ females.

Table VII shows data for part-time employees. A total of 461 employees work part-time in the responding agencies. Females account for 335 (73%) of these positions while 126 are male; 42 are of minority groups (9%).



Table VII: Part-Time Employees in WCCJ-Funded Agencies  
As of July 1, 1980

Project	Professional			Clerical			Total Employees		
	Males	Females	Minorities	Males	Females	Minorities	Males	Females	Minorities
Courts									
Winnebago County	0	0	0	1	1	0	1	1	0
Kenosha County									
Portage County									
Marathon County									
Dane County									
Price County									
LaCrosse County									
Milwaukee County									
Richland County									
Corrections									
Jewish Voc. Services									
Urban League of Racine	2	1	1	0	0	0	2	1	1
Ryan Community	0	0	0	0	1	0	0	1	0
Trinteam Inc.	0	0	0	0	1	0	0	1	0
Western Dairyland	1	12	0	0	0	0	1	12	0
Ananda Marqa	0	0	0	0	0	0	0	0	0
Now Concepts									
Lac du Flambeau									
Vets House	1	2	0	1	1	1	2	3	1
Rock County									
Horizon	0	2	1	0	2	2	0	4	1
Citizen/Offender, Inc.									
Financial & Debt Counseling Services									
Juvenile Justice									
Winnebago County									
Brown County									
Outagamie County									
Walworth County									
Chippewa County	0	0	0	0	1	0	0	1	0
Dunn County									
Washburn County	0	0	0	0	0	0	0	0	0
Manitowoc County									
Richland County									
Central Baptist									
Washington County									
Waples House	1	1	0	0	3	0	1	4	0
Renewal Unlimited	0	0	0	0	0	0	0	0	0
Tellurian Community	1	1	0	0	0	0	1	1	0
Kenosha Youth Development, Inc.	4	1	1	0	2	0	4	3	1
Community Relations Soc. Development Commission									
Shelter Care									
Sheboygan County	0	1	0	0	0	0	0	1	0
Fond du Lac County									
Sauk County									
Dodge County	1	0	0	0	0	1	1	0	1
Lincoln County	0	0	0	0	1	0	0	1	0
Clark County	0	0	0	0	2	0	0	2	0
Ashland County									
Racine County	50	65	14	0	163	0	50	228	14
Ozaukee County	0	0	0	0	2	0	0	2	0
Washington County	0	1	0	0	0	0	0	1	0
St. Croix County									
Polk County									
Grant County	1	3	0	0	2	0	1	5	0
Walworth County	0	0	0	0	0	0	0	0	0
Shawano County	0	0	0	0	0	0	0	0	0
Marinette County									
Buffalo County									
Waushara County	0	0	0	0	0	0	0	0	0
Domestic Abuse									
Catholic Social Services									
Dane County	0	0	0	0	0	0	0	0	0
Southwestern CAP	0	2	0	2	4	0	2	6	0
Women's Resource Center									
Wis. Correctional Service	2	5	2	0	6	0	2	11	2
Fox Cities	0	0	0	0	0	0	0	0	0
Winnebago Rape Action Committee									
Green Bay Rape Crisis Center	0	0	0	0	0	0	0	0	0
Statewide									
Supreme Court									
Menominee Indian Tribe	5	2	7	0	1	1	5	3	8
Center for Public Representation	3	6	0	0	3	1	3	9	1
DHSS/DOC	47	14	6	3	20	4	50	34	10
DW-Superior									
Center for Public Policy									
Department of Justice									
Great Lakes Inter-Tribal Council									
Public Defender									
WCCJ									
TOTALS	119	119	32	7	216	10	126	335	42

Part II of the survey instrument asked questions relating to assistance provided by Wisconsin Council on Criminal Justice's Affirmative Action/Equal Employment Opportunity program. Following are the results for these agencies responding:

1. WHEN DID YOU RECEIVE FUNDS FROM THE WISCONSIN COUNCIL ON CRIMINAL JUSTICE (WCCJ)?

A majority of the respondents received financial assistance between 1977 and 1979. The following shows the years in which respondents received WCCJ funds:

Year	N =
1975	5
1976	9
1977	14
1978	23
1979	25
1980	13

2. WERE YOU REQUIRED BY THE WCCJ TO DEVELOP AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (EO/AA) PLAN:

Yes = 25  
No = 3  
Don't Know = 2

Four respondents stated that they already had a plan; one said they used their interim county plan.

3. IF YES, HOW HELPFUL WAS THE WCCJ IN ASSISTING YOU TO DEVELOP YOUR EO/AA PLAN?

A. 8 Helpful  
B. 5 Somewhat Helpful  
C. 4 Very Helpful  
D. 3 Not Helpful

Several projects had the following comments:

- Two said this question was not applicable because they already had plans
- One project said they received written instructions and advice through phone calls
- Two projects said they were unaware if technical assistance was provided
- Three projects did not ask for help nor receive it
- One project received help through the WCCJ regional office

4. DID THE TECHNICAL ASSISTANCE PROVIDED TO YOU FOR DEVELOPING AN EO/AA PLAN RESULT IN AN IMPROVEMENT IN THE FOLLOWING AREA? (PLEASE CHECK AS APPROPRIATE.)

	<u>Yes</u>	<u>No</u>
A. Increased number of minorities applying for position;	<u>2</u>	<u>18</u>
B. Increased number of women applying for position;	<u>6</u>	<u>14</u>
C. Increased minorities on oral selection boards;	<u>1</u>	<u>17</u>
D. Increased number of women on oral selection boards;	<u>6</u>	<u>12</u>
E. Increased number of minorities appointed to positions;	<u>2</u>	<u>17</u>
F. Increased number of women appointed to positions;	<u>7</u>	<u>12</u>
G. Increased number of minorities receiving training;	<u>2</u>	<u>17</u>
H. Increased number of women receiving training;	<u>5</u>	<u>20</u>
I. Increased number of minorities receiving promotions;	<u>1</u>	<u>19</u>
J. Increased number of women being promoted;	<u>4</u>	<u>15</u>

One respondent replied he had "inadequate information regarding this question". Seven answered that some of the questions were not applicable. (i.e. technical assistance was not provided.)

5. IF NO IMPROVEMENTS WERE MADE IN INCREASING APPOINTMENTS FOR MINORITIES AND WOMEN, PLEASE STATE WHY: I.E., BUDGET CUTS, NO IMPLEMENTATION OF AN EO/AA PLAN, ETC.

The following reasons were offered:

- Insufficient funds to attract minorities to area
- No minorities applied
- Unavailability of minorities
- Very small agency

6. DID THE TECHNICAL ASSISTANCE PROVIDED BY WCCJ RESULT IN:

	<u>Yes</u>	<u>No</u>
A. Improved personnel policies and practices for your agency;	<u>11</u>	<u>8</u>

	<u>Yes</u>	<u>No</u>
B. Increased overall opportunities for minorities and women;	<u>5</u>	<u>13</u>
C. Increased overall opportunities for <u>all</u> employees;	<u>7</u>	<u>10</u>

7. WHAT WAS THE NUMBER OF MINORITIES ON YOUR STAFF BEFORE THE WCCJ'S TECHNICAL ASSISTANCE?

Total Number = 78½

8. WHAT IS THE NUMBER OF MINORITIES NOW?

Total Number = 122½

9. WHAT WAS THE NUMBER OF WOMEN ON YOUR STAFF BEFORE WCCJ'S TECHNICAL ASSISTANCE?

Total Number = 268

10. WHAT IS THE NUMBER NOW?

Total Number = 331

11. IF NO DIFFERENCE EXISTS, PLEASE EXPLAIN WHY YOU BELIEVE A CHANGE HAS NOT OCCURRED?

In addition to "insufficient funds to attract minorities" and "unavailability of minorities" respondents stated that an "AA/EEO plan was in place prior to WCCJ funding". "very little staff turnover", "there is only one staff position".

12. PLEASE PROVIDE ANY OTHER INFORMATION ON YOUR EO/AA EFFORTS SINCE RECEIVING WCCJ FUNDS.

- We're grateful for technical assistance provided
- There is a County AA/EEO plan which was reviewed by WCCJ in 1979
- No minority population in area
- We've worked closely with the City of Madison regarding our AA Plan
- The development of an AA/EEO plan has had a positive effect on the whole program

### Summary and Conclusion

As stated earlier, the purpose of this study was, where possible, to determine changes in hiring practices since the implementation of WCCJ's AA/EEO program. We have learned how many women are sworn officers in Wisconsin law enforcement agencies and determined changes between 1975 and July 1, 1980. We have developed baseline data for minorities employed in Wisconsin criminal justice agencies. Future studies will be able to compare these numbers over time.

What we did not glean from this study was the effect of the AA/EEO program on the employment of women and minorities in criminal justice agencies. Based upon criminal justice agencies responding to our survey our findings are summarized below:

- Women account for 4% of all sworn law enforcement officers
- 12% of Wisconsin's law enforcement agencies employ minorities
- Minority personnel account for 4% of all law enforcement personnel (3% officers; 5% civilians)
- In other criminal justice fields (i.e., courts, corrections), more women are employed than men (51% - 49%)
- Women hold ten times the number of clerical jobs than men
- Men out-number women almost 2:1 in professional positions
- Minorities account for 9% of the full-time and part-time workers
- Minority women are employed less in professional positions than minority men
- Women-related projects employ mostly females
- 83% of WCCJ-funded projects were required to submit an AA/EEO Plan
- Most projects reported AA/EEO staff was helpful
- A majority of projects reported technical assistance by AA/EEO staff did not increase
  - Minorities applying for positions
  - Women applying for positions
  - Minorities on oral selection boards
  - Minorities appointed to positions
  - Minorities receiving training
  - Women receiving training
  - Minorities receiving promotions
  - Women being promoted
- Agencies believe technical assistance provided by AA/EEO staff improved personnel policies and procedures but did not increase opportunities for minorities and women nor all employees
- Numbers of minorities and women employed in agencies increased after the time AA/EEO staff provided technical assistance.
- No improvements were made in increasing appointments for minorities because "no minorities applied", "unavailability of minorities", "agency too small".

ATTACHMENTS



LAW ENFORCEMENT EMPLOYE INFORMATION

AS OF JULY 1, 1980  
(See Reverse Side for Instructions)

Attachment #1

NCIC Identifier (ORI)

Return No Later Than July 7, 1980 to:  
Crime Information Bureau  
P.O. Box 2718, Madison, WI 53701

TOTAL FULL-TIME EMPLOYES  
As of July 1  
(Include Minorities)

	ACTUAL			AUTH- ORIZED
	MALE	FE- MALE	TOTAL	
1A. Officers				
1B. Civilians				
1C. Total				

FULL-TIME MINORITY  
EMPLOYEES as of July 1  
(Include These Minority Employees  
in the TOTAL FULL-TIME Employee  
Figures to the Left)

	ACTUAL		
	MALE	FE- MALE	TOTAL
1a. Officers			
1b. Civilians			
1c. Total			

TOTAL PART-TIME EMPLOYES  
As of July 1  
(Include Minorities)

	ACTUAL			AUTH- ORIZED
	MALE	FE- MALE	TOTAL	
2A. Officers				
2B. Civilians				
2C. Total				

PART-TIME MINORITY  
EMPLOYEES as of July 1  
(Include These Minority Employees  
in the TOTAL PART-TIME Employee  
Figures to the Left)

	ACTUAL		
	MALE	FE- MALE	TOTAL
2a. Officers			
2b. Civilians			
2c. Total			

Date of Report \_\_\_\_\_, 1980

Contributing Agency

Name of Person Preparing Report

Signature of Agency Administrator

DO NOT USE THIS SPACE	
RECORDED	
VERIFIED	
ADJUSTED	
KEYED/VER.	

## INSTRUCTIONS FOR PREPARING REPORT

This is the annual return used to collect information concerning law enforcement employees. Please note that we are asking for this form to be completed and returned in the pre-addressed envelope to the Crime Information Bureau no later than July 7, 1980.

- Employee data should be reported as of July 1, 1980.
- Include both full-time and part-time employees, in the appropriate boxes as indicated.
- Include seasonal employees if they were employed as of July 1.
- Include employees on leaves of absence.
- Include specially-funded employees. "Specially-Funded" is defined as being paid 50% or more with Comprehensive Employment and Training Act (CETA) funds or with Federal, State or private grants (for example, Law Enforcement Assistance Administration/Wisconsin Council on Criminal Justice).
- Full-time employees are those persons who work your normal full-time workweek (for example, 40 hours per week).
- **ACTUAL SWORN LAW ENFORCEMENT OFFICERS.** (Include Chief or Sheriff.) Include only law enforcement officers on your agency's payroll as of July 1. Do not count special officers, merchant police or others who are not paid with law enforcement funds.
- **ACTUAL CIVILIAN EMPLOYEES.** (Do not count school crossing guards.) Include all civilian employees on your department's payroll as of July 1. Include clerks, stenographers, mechanics, etc., who do not have police powers. If they are not paid from police funds do not count them.
- **AUTHORIZED EMPLOYEES.** In this column, please report the authorized number of employees for your agency as of July 1, 1980. The types of employees to be included are as defined above.
- **TOTAL EMPLOYEES** includes minority employees.
- **MINORITY EMPLOYEES** includes all Non-White employees plus White Hispanic employees. Use the following standard Uniform Crime Reporting definitions for Minority employees.
  - **BLACK.** A person having origins in any of the Black racial groups of Africa.
  - **AMERICAN INDIAN or ALASKAN NATIVE.** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
  - **ASIAN or PACIFIC ISLANDER.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands and Samoa.
  - **WHITE HISPANIC.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East and also of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin. Persons of Mexican birth or ancestry who are not definitely Indian or of other Non-White race should be counted as White Hispanics.

Please notify us if any of the **TOTAL ACTUAL FULL-TIME EMPLOYEE** information you report now changes as of October 31. (We are required to report employee data to the National UCR Program as of the end of October.)



State of Wisconsin \ OFFICE OF THE GOVERNOR

WISCONSIN COUNCIL ON CRIMINAL JUSTICE  
122 WEST WASHINGTON AVENUE  
MADISON, WISCONSIN 53702  
(608) 266-3323

James E. Baugh, Ph.D.  
EXECUTIVE DIRECTOR

Attachment #2

Lee Sherman Dreyfus  
Governor

July 17, 1980

Dear Project Director:

The Wisconsin Council on Criminal Justice is studying hiring and employment practices by agencies supported with LEAA funds. Your agency has been selected to participate in this study. Your cooperation and return of the attached questionnaire is vital to the success of this effort.

Please note there are two parts to this study. The first asks for statistics - the numbers of individuals employed by your agency. Please fill in the boxes with the numbers of individuals employed as of July 1, 1980.

Part II asks for information regarding technical assistance provided to you by WCCJ's Affirmative Action/Equal Employment Opportunity staff in the development, implementation and continuation of your AA/EEO Plan. Please return the questionnaire by July 31. In advance I thank you for your cooperation.

If you have any questions, please do not hesitate to contact me at (608) 266-1521.

Sincerely,

Michael R. Moskoff, Chief  
Research, Evaluation and Policy Section

MRM/mjw

attachment

cc: James E. Baugh, Executive Director

## PART I

TOTAL FULL-TIME EMPLOYEES  
As of July 1  
(Include Minorities)

	ACTUAL			AUTH-ORIZED
	MALE	FE-MALE	TOTAL	
Professional				
Clerical				
Total				

FULL-TIME MINORITY EMPLOYEES as of July 1  
(Include These Minority Employees in the TOTAL FULL-TIME Employee Figures to the Left)

	ACTUAL		
	MALE	FE-MALE	TOTAL
Professional			
Clerical			
Total			

TOTAL PART-TIME EMPLOYEES  
As of July 1  
(Include Minorities)

	ACTUAL			AUTH-ORIZED
	MALE	FE-MALE	TOTAL	
Professional				
Clerical				
Total				

PART-TIME MINORITY EMPLOYEES as of July 1  
(Include These Minority Employees in the TOTAL PART-TIME Employee Figures to the Left)

	ACTUAL		
	MALE	FE-MALE	TOTAL
Professional			
Clerical			
Total			

Date of Report \_\_\_\_\_, 1980

Name of Person Preparing Report \_\_\_\_\_

Contributing Agency \_\_\_\_\_

Project Title \_\_\_\_\_

1. When did you receive funds from the Wisconsin Council on Criminal Justice (WCCJ)? (Please circle as appropriate)

1975      1976      1977      1978      1979      1980

2. Were you required by the WCCJ to develop an Equal Opportunity/Affirmative Action (EO/AA) plan?

Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

3. If yes, how helpful was the WCCJ in assisting you to develop your EO/AA plan?

- A. \_\_\_\_\_ Helpful  
B. \_\_\_\_\_ Somewhat helpful  
C. \_\_\_\_\_ Very helpful  
D. \_\_\_\_\_ Not helpful

4. Did the Technical Assistance provided to you for developing an EO/AA plan result in an improvement in the following area? (Please check as appropriate)

- |   | Yes   | No    |
|---|-------|-------|
| A. Increased number of minorities applying for position;  | _____ | _____ |
| B. Increased number of women applying for position;       | _____ | _____ |
| C. Increased minorities on oral selection boards;         | _____ | _____ |
| D. Increased number of women on oral selection boards;    | _____ | _____ |
| E. Increased number of minorities appointed to positions; | _____ | _____ |
| F. Increased number of women appointed to positions;      | _____ | _____ |
| G. Increased number of minorities receiving training;     | _____ | _____ |

- H. Increased number of women receiving training; \_\_\_\_\_
- I. Increased number of minorities receiving promotions; \_\_\_\_\_
- J. Increased number of women being promoted; \_\_\_\_\_

5. If no improvements were made in increasing appointments for minorities and women, please state why; i.e., budget cuts, no implementation of an EO/AA plan, etc.

6. Did the Technical Assistance provided by WCCJ result in:

- |   | Yes   | No    |
|---|-------|-------|
| A. Improved personnel policies and practices for your agency; | _____ | _____ |
| B. Increased overall opportunities for minorities and women;  | _____ | _____ |
| C. Increased overall opportunities for <u>all</u> employees;  | _____ | _____ |

7. What was the number of minorities on your staff before WCCJ's Technical Assistance?

8. What is the number of minorities now?

9. What was the number of women on your staff before the WCCJ's Technical Assistance?

10. What is the number now?

11. If no difference exists, please explain why you believe a change has not occurred?

12. Please provide any other information on your EO/AA efforts since receiving WCCJ funds.