30x30 Initiative Reporting Questions

NOTE: The questions for each interval reporting period as ordered in the survey are listed in full below. Please note that this document is for reference only to aid in gathering your agency’s data and responses.

Questions from previous reporting periods will be repeated in subsequent surveys to help mark any progress in completing action items or analyzing/gathering data items.

INTRODUCTION

Thank you for taking the time to complete this survey report on agency progress. As a reminder – our goal here is to identify areas where agencies are making progress, and understand why agencies are unable to make progress in others. This will both help us design better programs to support you, and also help you identify barriers and explore how they might be overcome.

For most questions, you will see both a drop down menu and a narrative text box. Your drop down choices will be:

**Yes** – indicating that your agency has completed the action item

**In progress** – indicating that your agency has begun working on the action item

**Not started** – your agency intends to complete the action item but has not yet begun working on it

**Cannot complete** – indicating that your agency does not plan to complete the action item

ADDITIONAL INSTRUCTIONS

1) Please answer all questions, and include a brief description of progress or outcome in the narrative box (required).

2) If there are supporting documents relevant to your answer that you would like to share, there will be an option to attach them after each question. Each upload section can only accommodate one (1) file, so you may need to compile multiple files into one attachment. File size maximum is 100MB.

3) Please note that your drop down answers and narrative will be publicly available, but the contents of any attachments will not.

AGENCY INFORMATION – REQUIRED FOR ALL REPORTING PERIODS (except 3B\*)

1. Agency Name (Do not use abbreviations.) [*please keep your agency name uniform across reporting periods*]
2. Report Interval [*6-month, 12-month, 18-month, 24-month from pledge signing*]
3. Provide the total number of sworn officers in your agency and the total number of sworn female officers in your agency in the narrative text box below.

Upload a file that includes data on the number of sworn officers in your agency and aggregate/combined group officer demographics (across ranks and if possible, assignment). Please include officer gender, race, ethnicity, and age, and any other demographic information you capture routinely.

NOTE: Only one (1) file up to 100MB can be added. If you do not collect demographics across rank and/or assignment, please upload the demographic information you currently have available. [*upload required*]

3B. [\**Required for 6-month and 24-month reports ONLY\**]

Provide the total number of recruits from the past twelve (12) months that have completed training and the total number of female recruits from the past twelve (12) months that have completed training in the narrative text box below.

Upload a file that includes data on the number of recruits and aggregate/combined group recruit demographics from the past twelve (12) months. Please include recruit gender, race, ethnicity, and age, and any other demographic information you capture routinely.

NOTE: Only one (1) file up to 100MB can be added. Please upload the recruit demographic information you have available from the past 12 months. If you do not capture recruit demographic information, please explain in the narrative text box above.

1. Did your agency distribute an anonymous survey to women officers to learn their concerns, priorities, and perspectives on culture, equity, and opportunities within the department?

NOTE: If you are comfortable sharing your aggregate/combined group results of the survey, please upload results using the upload button for this question.

PHASE 1 – IMMEDIATE ACTIONS – 6 MONTHS

NOTE: The target completion date of immediate Action Items is within 6 months of signing the pledge.

1. Has your agency formally made hiring, retaining, and promoting qualified women a strategic priority through public statements and internal orders, and included improving gender diversity in your mission statement, strategic plan, and/or other public documentation of agency priorities?
2. Has agency affirmed zero tolerance for discriminatory practices or harassment, particularly with regard to demographics such as gender and gender identity, race and ethnicity, and sexual orientation?
3. Has agency ensured there is a private and sanitary designated space for nursing mothers who have returned to work after giving birth to express breast milk (pump) as needed? Does this space include refrigeration, seating, cleaning supplies, and electrical outlets?
4. Does agency allow nursing mothers who have returned to work flexibility in their schedules to accommodate expressing breast milk?
5. Has agency ensured equipment (including uniforms, firearms, and ballistic resistant vests) for women officers is appropriate and designed to fit their proportions?

PHASE 2 - DIAGNOSTIC DATA AND DEMOGRAPHICS: ESSENTIAL - 12 & 18 MONTHS

NOTE: In order to answer "Yes," captured demographic data should include gender, race/ethnicity, and age, if possible.

1. Does agency capture demographic data of applicants to be sworn officers?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of individuals hired as sworn officers?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers who apply for promotions across rank, for both civil service and discretionary promotions, if applicable?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers who receive promotions across rank, for both civil service and discretionary promotions, if applicable?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers voluntarily separating from the agency (including through retirement)?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

PHASE 2 - ACTION ITEMS: ESSENTIAL - 12 & 18 MONTHS

1. Has agency reviewed hiring data to determine whether the proportion of women applicants is higher than the proportion of women hired?
2. If agency data showed that the proportion of women applicants was higher than the proportion of women hired, is your agency taking steps to ensure the under-representation of women in hired cohorts was not the result of latent bias in the assessment process? If so, please list those steps in the narrative box.

Please skip this question if your data does not show disproportionately fewer women hires than applicants, or if you have not yet analyzed this data.

1. Has agency required assessors and background investigators to receive bias (or analogous) training at least annually?
2. Has agency reviewed promotional data to determine whether the proportion of women applicants is higher than the proportion of women promoted?
3. If agency data showed that the proportion of women applicants was higher than the proportion of women promoted, is your agency taking steps to ensure the under-representation of women in promotions was not the result of latent bias in the assessment process? If so, please list those steps in the narrative box.

Please skip this question if your data does not show disproportionately fewer women promotions than applicants, or if you have not yet analyzed this data.

1. Has agency required individuals sitting on promotional panels to receive bias (or analogous) training at least annually?
2. Does agency require all promotional opportunities to be posted internally?
3. Has agency reviewed voluntary separation data?
4. If the number of women officers voluntarily leaving the department is proportionately greater than the number of men (as compared to the gender representation in the department), is your agency taking steps to understand why women are choosing to separate from the department? If so, please list those steps in the narrative box.

Please skip this question if your data does not show disproportionately greater voluntary separation of women, or if you have not yet analyzed the data.

1. Does agency track completion rates for sexual harassment and other related training, and take action to achieve 100% completion rates?
2. Does agency recruitment content accurately represent the day-to-day activities of a police officer in that jurisdiction?
3. Do individuals in agency recruitment materials reflect the demographic diversity of the community the agency serves?

PHASE 2 - DIAGNOSTIC DATA AND DEMOGRAPHICS: STRONGLY RECOMMENDED - 24 MONTHS

NOTE: In order to answer "Yes," captured demographic data should include gender, race/ethnicity, and age, if possible.

1. Does agency capture demographic data of individuals conducting background investigations and assessments?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of individuals serving on promotional panels?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of number of substantiated and unsubstantiated sexual harassment complaints across demographics?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of number of substantiated and unsubstantiated complaints of all other types of harassment across demographics?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of individuals responding to your recruitment strategies and/or attending recruitment events?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

PHASE 2 - DIAGNOSTIC DATA AND DEMOGRAPHICS: RECOMMENDED - 24 MONTHS

NOTE: In order to answer "Yes," captured demographic data should include gender, race/ethnicity, and age, if possible.

1. Does agency capture demographic data of applicants at each stage of the assessment process, including whether they were rejected or voluntarily withdrew?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers participating in voluntary training (particularly training considered favorably in promotional processes)?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers who formally seek voluntary training but do not receive it?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers who are disciplined?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

1. Does agency capture demographic data of sworn officers who receive commendations?

If yes, please upload any readily available aggregate/combined group data you are willing to share as one (1) file up to 100MB. Submission of this data is voluntary.

PHASE 2 - ACTION ITEMS: STRONGLY RECOMMENDED - 24 MONTHS

1. Has agency reviewed assessment processes and sought to minimize subjectivity?
2. Has agency reviewed assessments to ensure they measure and prioritize the knowledge, skills, abilities, and experiences required to be an effective officer in the jurisdiction?
3. Has agency reviewed the demographic characteristics of their assessors (for hiring)?

39B. If applicable, has agency made adjustments to ensure assessors for hiring appropriately reflect demographic diversity? Please describe.

1. Has agency reviewed promotion processes and sought to minimize subjectivity?
2. Has agency reviewed demographic data across rank and if possible, assignment?
3. If women are disproportionately assigned to specific roles/responsibilities, what are the department's plans for determining whether there is bias in assignment processes?

Please skip this question if your data does not show that women are disproportionately assigned to specific roles and responsibilities, or if you have not yet analyzed the data.

1. Has agency reviewed the demographic characteristics of assessors on promotional panels?

43B. If applicable, has agency made adjustments to ensure assessors on promotional panels appropriately reflect demographic diversity? Please describe.

1. Has agency reviewed promotional assessments to ensure they reflect the knowledge, skills, abilities, and experiences necessary to be effective in the position?
2. Does agency conduct exit interviews with all officers voluntarily separating from the department and analyze responses for insights and trends?
3. Has agency reviewed employee complaints to determine if women are proportionally over-represented among complainants?
4. If women are proportionally over-represented among complainants, please describe agency plans to address this disparity.

Please skip this question if your data does not show that women are proportionally over-represented among complainants, or if you have not yet analyzed the data.

1. Has agency reviewed reporting processes for sexual and other harassment and ensured they meet best practices with regards to enforcement, accountability, confidentiality, and conflicts of interest?
2. Has agency reviewed data about who is responding to recruitment strategies and events?
3. If recruitment data showed an under-representation of demographic groups you seek to hire, please describe your strategy for rectifying this.

Please skip this question if your data does not show an under-representation of demographic groups you seek to hire, or if you have not yet analyzed the data.

PHASE 2 - ACTION ITEMS: RECOMMENDED - 24 MONTHS

1. Have agency hiring assessments undergone content validation or an analogous process?
2. Has agency reviewed the application process and removed arbitrary barriers to completion?
3. Has agency reviewed demographic data of applicants at each stage of the hiring/assessment process to determine whether they are losing a disproportionate number of demographically diverse applicants?
4. If your data showed points in the process where you were losing disproportionate numbers of demographically diverse applicants - please describe your plan for determining whether that aspect of the process is necessary, validated, and objective.

Please skip this question if your data does not show disproportionate losses of demographically diverse applicants, or if you have not yet analyzed the data.

1. Have agency promotional assessments undergone content validation or an analogous process?
2. Has agency reviewed assignment and deployment processes and minimized discretion and subjectivity where possible?
3. Does agency have a formal mentorship and/or shadowing program to support officers who intend to seek promotions?
4. Has agency reviewed training data to determine if the proportion of women who formally seek leadership-relevant training is higher than the proportion of women who receive that training?
5. If data shows women are proportionally under-represented in leadership-relevant training, please describe your strategy for rectifying this.

Please skip this question if your data does not show that women are proportionally under-represented in leadership training, or if you have not yet analyzed the data.

1. Has agency conducted focus groups with officers to learn their concerns, priorities, and perspectives on culture, equity, and opportunity within the department?
2. Has agency reviewed the narratives of substantiated and unsubstantiated claims of sexual and other harassment for trends?
3. If agency identifies trends in the narratives of substantiated and unsubstantiated claims of sexual and other harassment, please describe agency plans for addressing them.

Please skip this question if your data does not show trends, or if you have not yet analyzed the data.

1. Has agency reviewed discipline and commendation data for demographic differences?