

EEOP Short Form



Thu Jun 17 09:47:47 EDT 2010

Step 1: Introductory Information

Grant Title: Digital Radio Upgrade **Grant Number:** 2010-JAGC-ORAN-15-4X-092
Grantee Name: City of Ocoee **Award Amount:** \$17,953.00
Grantee Type: Local Government Agency
Address: 150 N. Lakeshore Drive
Ocoee, Florida
34761
Contact Person: Sgt. Randy Conyers **Telephone #:** 407-905-3160-3018
Contact Address: 646 Ocoee Commerce Parkway
Ocoee, Florida
34761
State Granting Agency: FDLE Criminal Justice Grants **Grant Number:** 2010-JAGC-ORAN-15-4X-092
Contact Name: Julie Dillard
Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308
Telephone #: 850-617-1257

Grant Title: The Ocoee Police Department Video Surveillance System Program and Digital Radios Purchase **Grant Number:** 2010-ARRC-ORAN-27-W7-222
Grantee Name: City of Ocoee **Award Amount:** \$73,693.00
Grantee Type: Local Government Agency
Address: 150 N. Lakeshore Drive
Ocoee, Florida
34761
Contact Person: Sgt. Randy Conyers **Telephone #:** 407-905-3160-3018
Contact Address: 646 Ocoee Commerce Parkway
Ocoee, Florida
34761
State Granting Agency: FDLE Criminal Justice Grants **Grant Number:** 2010-ARRC-ORAN-27-W7-222
Contact Name: Julie Dillard
Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308
Telephone #: 850-617-1257

Grant Title: Mobile Data Reporting & CAD Upgrade
Grant Number: 2009-SB-B9-0788
Grantee Name: City of Ocoee
Award Amount: \$73,135.00
Grantee Type: Local Government Agency
Address: 150 N. Lakeshore Drive
Ocoee, Florida
34761
Contact Person: Sgt. Randy Conyers
Telephone #: 407-905-3160-3018
Contact Address: 646 Ocoee Commerce Parkway
Ocoee, Florida
34761
DOJ Grant Manager: Nadine Fulton-Jones
DOJ Telephone #: 202-514-6661

Grant Title: Computer & Technology Equipment
Grant Number: 2009-DJ-BX-0340
Grantee Name: City of Ocoee
Award Amount: \$17,760.00
Grantee Type: Local Government Agency
Address: 150 N. Lakeshore Drive
Ocoee, Florida
34761
Contact Person: Sgt. Randy Conyers
Telephone #: 407-905-3160-3018
Contact Address: 646 Ocoee Commerce Parkway
Ocoee, Florida
34761
DOJ Grant Manager: Nadine Fulton-Jones
DOJ Telephone #: 202-514-6661

Policy Statement:

The City of Ocoee is firmly committed to equal opportunity and provides for the equal opportunity before and during employment with the City for all applicants and employees regardless of race, color, religion, sex, age, national origin, political affiliation, disability, marital status, or other similar factors not job related. The City's policy of equality or opportunity applies to all levels of employment in the City and to all job classifications. In addition, it is the responsibility of each department director and supervisor to give the City's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which reflects the City's commitment to equal employment opportunity. Every effort will be made to employ and retain disabled individuals. In compliance with the Americans with Disabilities Act of July 26, 1990, the City of Ocoee exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals can perform the essential functions of a job.

Step 4b: Narrative Underutilization Analysis

Of significant importance is the underutilization displayed in the Utilization Analysis Chart: Two or More Standard Deviations. The chart showed underutilization of two standard deviations or more in the job category Protective Services Sworn-Patrol Officers in the following groups: Hispanic females and Black and/or African American females.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for Hispanic and African American women when our organization fills vacancies that become available in the Sworn patrol officer job category.

- a. The Ocoee Police Department will increase representation by evaluating recruitment practices to ensure these groups receive equal opportunity to secure employment. The Ocoee Police Department is committed to creating a workforce at all levels of employment that represents the community it serves.
- b. To make every effort to assure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.
- c. Review and update annually the OPD's recruitment methods, practices and policies and promote equal employment opportunity through recruitment efforts.

2. Identify any barriers in recruitment that might deter Hispanic and African American females from applying for entry level police officer positions.

- a. The Ocoee Police Department (OPD) will arrange to meet separately with recent recruits who are Hispanic and African American female to find out how they learned about the opportunity to become an OPD officer. The OPD will also inquire as to whether anything in the recruitment or training process might be changed to encourage more Hispanic and African American females to become OPD officers. Based on their feedback, the OPD will reexamine its outreach and training efforts and develop a revised outreach program.
- b. Building on the City of Ocoee's already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the OPD will review the comments from Hispanic and African American females who voluntarily left the OPD in the last 12 months and who had three years of service or less. Based on this research, the OPD will review how its employment policies may affect the recruitment and retention of officers who are Hispanic and/or African American females.

3. Target Hispanic and African American females in police recruitment campaigns.

- a. The Ocoee Police Department's (OPD) training section will make contacts and presentations at job fairs and police academies concerning job opportunities. Because of this program, the department can offer presentations to any requesting organization.
- b. The OPD will contact and offer to make presentations to minority institutions, community organizations and groups. Such presentations would give Ocoee a chance to connect with more individuals from minority communities, develop referrals, and foster a reputation for outreach.
- c. The OPD will contact colleges that have a large number of Hispanic and African American student bodies and meet with administrators in an attempt to identify qualified individuals from which to draw recruits for positions within the police department, whom plan to seek a career in criminal justice.
- d. The OPD will undertake recruitment efforts at various college institutions throughout the Central Florida area.
- e. The OPD will contact historically Hispanic and African American colleges and universities with larger minority populations to the Central Florida area do that the likelihood of acceptance of a job offer, commitment to job, and success at the job is increased.
- f. The OPD will visit local school authorities and community colleges on a regular basis to cultivate prospective minority employees for summer internship programs.
- g. Task the OPD recruitment section with the development of possible articles and stories on the city's outreach plan.
- h. The OPD will solicit invitations, where appropriate, to generate goodwill within minority communities.
- i. The OPD will identify employees with an interest in pursuing educational and/or promotional opportunities and determine if their job classification is appropriate for flexible work scheduling or other accommodations.

j. Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the Police Department to meet and maintain Hispanic and African American female objectives.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all employees in a supervisory position
2. Send an e-mail and a hard-copy memorandum to all employees to let them know that a copy of the EEOP Short Form is available on request.
3. Post a copy of the EEOP Short Form on the OPD's intranet service, an in-house electronic communication network.
4. Include a bound copy of the EEOP Short Form among the materials displayed in the lobby of the City of Ocoee's Human Resources Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the OPD's public website.
2. Distribute bound copies of the EEOP Short Form to local public libraries for display in their reading rooms.
3. Include on all job announcements for OPD positions that applicants may obtain a copy of the OPD's EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the OPD that a copy of the OPD's EEOP Short Form is available on request.

Utilization Analysis Chart
Relevant Labor Market: Orange County, Florida

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	
Officials/Administrators															
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	32,540/47%	3,780/5%	3,045/4%	110/0%	1,515/2%	35/0%	570/1%	20,230/29%	3,600/5%	3,070/4%	80/0%	755/1%	15/0%	340/0%	
Utilization #/%															
Professionals															
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	29,360/37%	3,510/4%	3,020/4%	50/0%	2,040/3%	20/0%	430/1%	28,715/36%	4,645/6%	5,390/7%	50/0%	1,650/2%	15/0%	460/1%	
Utilization #/%															
Technicians															
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	3,395/33%	655/6%	545/5%	0/0%	220/2%	0/0%	45/0%	3,265/31%	655/6%	1,230/12%	4/0%	290/3%	15/0%	75/1%	
Utilization #/%															
Protective Services: Sworn-Officials															
Workforce #/%	18/75%	3/12%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	3,930/48%	1,050/13%	1,135/14%	45/1%	120/1%	4/0%	65/1%	995/12%	230/3%	495/6%	10/0%	35/0%	10/0%	40/0%	
Utilization #/%	27%	-0%	-10%	-1%	-1%	-0%	-1%	-8%	1%	-6%	-0%	-0%	-0%	-0%	
Protective Services: Sworn-Patrol Officers															
Workforce #/%	26/51%	8/16%	3/6%	0/0%	1/2%	0/0%	0/0%	10/20%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	
Civilian Labor Force #/%	1,500/26%	685/12%	490/8%	0/0%	50/1%	0/0%	70/1%	1,375/23%	805/14%	700/12%	15/0%	60/1%	15/0%	100/2%	
Utilization #/%	25%	4%	-2%	0%	1%	0%	-1%	-4%	-10%	-10%	-0%	-1%	-0%	-2%	
Protective Services: Non-sworn															
Workforce #/%	6/21%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%	14/50%	5/18%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	280/32%	65/7%	4/0%	0/0%	0/0%	25/3%	0/0%	360/41%	29/3%	110/13%	0/0%	0/0%	0/0%	0/0%	
Utilization #/%	-11%	-7%	10%	0%	0%	-3%	0%	9%	15%	-13%	0%	0%	0%	0%	

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Administrative Support														
Workforce #/%	1/10%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	6/60%	1/10%	0/0%	0/0%	0/0%	0/0%	1/10%
CLS #/%	28,260/22%	7,705/6%	5,455/4%	115/0%	1,320/1%	15/0%	745/1%	52,870/41%	14,975/12%	14,090/11%	235/0%	2,150/2%	100/0%	1,325/1%
Utilization #/%	-12%	-6%	6%	-0%	-1%	-0%	-1%	19%	-2%	-11%	-0%	-2%	-0%	9%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	23,660/58%	8,070/20%	4,670/11%	120/0%	680/2%	15/0%	815/2%	1,780/4%	675/2%	405/1%	0/0%	205/0%	10/0%	35/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	37,430/30%	17,150/14%	15,225/12%	235/0%	2,175/2%	20/0%	2,275/2%	24,435/19%	11,215/9%	12,100/10%	210/0%	2,075/2%	20/0%	1,330/1%
Utilization #/%														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
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%
Deputy Chief														
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%
Lieutenant														
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%
Sergeant														
Workforce #/%	7/78%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective														
Workforce #/%	6/60%	2/20%	1/10%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	26/51%	8/16%	3/6%	0/2%	1/2%	0/0%	0/0%	10/20%	2/4%	1/2%	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 EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

C. Brown
[signature]

CHIEF of POLICE
[title]

07-08-10
[date]