

EEOP Short Form



Thu Sep 24 10:24:01 EDT 2009

Step 1: Introductory Information

Grant Title:	COPS Hiring Recovery Program	Grant Number:	2009RKWX0231
Grantee Name:	Ocala Police Department	Award Amount:	\$798,935.00
Grantee Type:	Local Government Agency		
Address:	402 S. Pine Avenue Ocala, Florida 34471-1174		
Contact Person:	Laurie E. Whitaker	Telephone #:	352-369-7085
Contact Address:	402 S. Pine Avenue Ocala, Florida 34471-1174		
DOJ Grant Manager:	Judith Williford	DOJ Telephone #:	202-514-1156

Policy Statement:

It is the policy of the Ocala Police Department to recruit and to hire employees without regard to race, creed, color, sex, age, or national origin. Furthermore, it is the policy of this Department to treat all persons equally with respect to all employment practices including screening, recruitment, selection, appointment, promotion, demotion, career advancement, assignment, advertising, hiring, leave practices, rates of pay, fringe benefits, and other forms of pay or credit for services rendered. It shall also be the policy of this Department to comply with the requirements of Chapter 295 of the Florida Statutes in considering employment of veterans.

Step 4b: Narrative Underutilization Analysis

The Ocala Police Department Support Services Director and Deputy Chief of Police reviewed the Utilization analysis (comparing the Departments workforce to the relevant labor market), and noted the following:

1. In both Sworn Officials and Sworn-Patrol Officers combined, it was noted that White females (-34), Hispanic females (-4%) and Black or African American females (-8%) were under represented.
2. Given the small numbers in all other job categories, it is difficult to interpret the level of under representation in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy that in all except three categories there is -2% or -3% underutilization of Hispanic males.

Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in some job categories made it difficult to draw any reliable conclusions regarding underutilization (e.g. Officials/Administrators shows under representation of White Males (-19%), but the Department only employs three [3] personnel in this category).

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter White, Hispanic and Black/African American females from applying for entry-level police officer positions.

- a. Employer Services personnel will review exit interviews of White, Hispanic and Black/African-American female officers who voluntarily separated from the OPD. The Department will also continue to conduct exit interviews with all employees that voluntarily separate.
- b. Employer Services personnel will talk with White, Hispanic and Black/African-American female officers to find out what attracted them to this Department. They will be asked what can be done to attract other female officers.

2. Target White and African American female officers in police recruitment campaigns.

- a. The OPD has an active recruitment team. The team will continue to recruit at police recruit schools and job fairs throughout Florida. Once the roster is turned in to Employer Services; the females on the roster will be contacted via e-mail or telephone.
- b. The OPD has an established policy offering an incentive to employees that actively recruit minorities. An emphasis will be placed on this program to encourage more employee involvement.

Step 7a: Internal Dissemination

Internal Dissemination

1. Post a copy of the EEOP Short Form on the OPDs intranet service, an in-house electronic communication network available to all employees.
2. Send an e-mail to all employees, to let them know that a copy of the EEOP Short Form is available on the Intranet.

Step 7b: External Dissemination

External Dissemination

1. Post a copy of the EEOP short Form on the OPDs public website, ocalapd.com.

Utilization Analysis Chart
Relevant Labor Market: Marion 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 #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,710/52%	340/3%	365/3%	10/0%	125/1%	4/0%	30/0%	4,635/36%	215/2%	285/2%	15/0%	75/1%	0/0%	4/0%
Utilization #/%	-19%	-3%	-3%	-0%	-1%	-0%	-0%	-3%	-2%	31%	-0%	-1%	0%	-0%
Professionals														
Workforce #/%	2/14%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	9/64%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,760/34%	360/3%	445/3%	15/0%	80/1%	0/0%	0/0%	7,045/50%	265/2%	910/6%	25/0%	90/1%	0/0%	40/0%
Utilization #/%	-20%	-3%	4%	-0%	-1%	0%	0%	14%	-2%	8%	-0%	-1%	0%	-0%
Technicians														
Workforce #/%	9/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	42/76%	2/4%	2/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	940/34%	64/2%	55/2%	0/0%	10/0%	0/0%	10/0%	1,410/52%	60/2%	155/6%	20/1%	0/0%	0/0%	10/0%
Utilization #/%	-18%	-2%	-2%	0%	-0%	0%	-0%	25%	1%	-2%	-1%	0%	0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	28/68%	0/0%	7/17%	0/0%	0/0%	0/0%	0/0%	4/10%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%
CLS #/%	1,585/68%	55/2%	140/6%	25/1%	0/0%	0/0%	4/0%	330/14%	24/1%	150/6%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	-0%	-2%	11%	-1%	0%	0%	-0%	-4%	-1%	-4%	0%	2%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	82/72%	6/5%	6/5%	0/0%	0/0%	0/0%	0/0%	14/12%	1/1%	5/4%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,430/36%	310/3%	385/4%	45/0%	30/0%	0/0%	15/0%	4,090/42%	355/4%	850/9%	30/0%	65/1%	0/0%	30/0%
Utilization #/%	36%	2%	1%	-0%	-0%	0%	-0%	-30%	-3%	-4%	-0%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	2/13%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	3/20%	1/7%	3/20%	0/0%	0/0%	0/0%	0/0%
CLS #/%	65/52%	0/0%	10/8%	0/0%	0/0%	0/0%	0/0%	30/24%	0/0%	20/16%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-39%	0%	32%	0%	0%	0%	0%	-4%	7%	4%	0%	0%	0%	0%
Administrative Support														

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
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/83%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,890/26%	370/1%	545/2%	50/0%	40/0%	10/0%	30/0%	15,795/59%	1,055/4%	1,555/6%	80/0%	150/1%	0/0%	50/0%
Utilization #/%	-26%	-1%	-2%	-0%	-0%	-0%	-0%	24%	13%	-6%	-0%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,785/81%	595/5%	800/7%	75/1%	65/1%	0/0%	30/0%	620/5%	45/0%	80/1%	15/0%	15/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
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%
CLS #/%	13,645/43%	1,760/6%	2,525/8%	100/0%	140/0%	0/0%	90/0%	9,825/31%	1,055/3%	2,400/8%	90/0%	180/1%	0/0%	80/0%
Utilization #/%	57%	-6%	-8%	-0%	-0%	0%	-0%	-31%	-3%	-8%	-0%	-1%	0%	-0%

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
Sergeant														
Workforce #/%	17/85%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%
Lieutenant														
Workforce #/%	6/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
Workforce #/%	4/80%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major														
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Chief of Police														
Workforce #/%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief of Police														
Workforce #/%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	82/72%	6/5%	6/5%	0/0%	0/0%	0/0%	0/0%	14/12%	1/1%	5/4%	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.

W. B. Gault Jerry Clark 9/29/09
[signature] [title] [date]