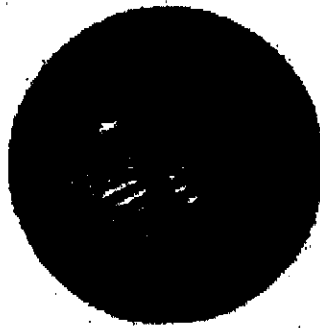


EEOP Short Form



Mon Aug 24 14:19:50 EDT 2009

- BBPD EEOP -

Step 1: Introductory Information

Grant Title:	COPS Hiring Recovery Program	Grant Number:	2009RKWX0236
Grantee Name:	City of Boynton Beach Police Dept.	Award Amount:	\$1,948,352.00
Grantee Type:	Local Government Agency		
Address:	100 E. Boynton Beach Blvd. Boynton Beach, Florida 33425		
Contact Person:	Suzanne Gitto	Telephone #:	561-742-6141
Contact Address:	100 E. Boynton Beach Blvd. Boynton Beach, Florida 33425		
State Granting Agency:	City of Boynton Beach	Grant Number:	2009RKWX0236
Contact Name:	Suzanne Gitto		
Contact Address:	100 E. Boynton Beach Blvd. Boynton Beach, Florida 33425		
Telephone #:	561-742-6141		

Policy Statement:

The City of Boynton Beach is an Equal Opportunity Employer and prohibits discrimination because of race, color, creed, religion, national origin, sex, age, political affiliation, disability (except where such factor is a bona fide occupational qualification or is required by State and/or Federal law), sexual orientation, marital status, veteran status and/or other protected class status in all aspects of its personnel policies, programs, practices, recruitment, examination, appointment, training, promotion, retention or any other actions and operations.

The City's Police Department observes the organization's nondiscrimination policy.

Step 4b: Narrative Underutilization Analysis

Boynton Beach Police Departments (PD) workforce vs the community labor statistics (CLS) for Palm Beach County (PBC) indicates we meet or exceed utilization targets in most categories. CLS show that Asian, Asian/Pacific Islanders, & American Indian/Alaskan Native populations are small. We strive to increase representation if there is an underutilized group, and will continue communicating job opportunities to all race and ethnic groups. The following are our observations: There are minimal employees in job categories Officials/Administrators (1), Professionals (6), Protective Services: Non-sworn (9); Service/Maintenance (1); and Skilled Craft (0). The data used to compile the utilization analysis is relatively small, with statistical small number bias. Percentages < 9% are statistically insignificant and were not analyzed. Technicians: The PD met or exceeded utilization targets for all minority categories except White Females in this category. Turnover is very low in this job category, affording little hiring opportunity. Protective Services: Sworn Officials: Overall, the PD is at parity with the local labor market and exceeded utilization targets for all minority categories except for Black or African American Males (-9%). The PD will continue to examine its promotional processes, ensuring no barriers or discriminatory practices prevent their selection. Protective Services: Sworn Patrol Officers: The PD is committed to having a workforce that reflects the community it serves. The PD will also review recruitment & promotional processes to ensure no barriers or discriminatory practices prevent selection of female Black or African American (-10%) and White Females (-16%). The City met or exceeded utilization targets for all other minority categories. Administrative Support: The PD meets or exceeds minority and female goals.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunity to women and minorities in all areas of underutilization when the City of Boynton Beach Police Department actively recruits for vacancies.

- a. Continue with efforts to recruit and retain women into the City of Boynton Beach Police Department, specifically by partnering with organizations that support and advocate for women in employment and other related issues important to women.
- b. Encourage participation at the Women in Law Enforcement Conference, which provides mentoring opportunities and addresses issues affecting women in law enforcement.
- c. Continue to actively monitor EEO statistics for the workforce and use this information to enhance outreach efforts.
- d. Human Resources will continue to work with the Police Professional Standards Department to train interviewers in appropriate selection procedures.
- e. If there is an underutilization of minorities in a particular job group, positive steps will be taken to use teams of minority and female employees to assist Human Resources in the recruitment process at job fairs, career days and other potential recruitment events. The Police Department will continue to use minority and female employees to assist in the recruitment, selection and promotion process.
- f. Track applicant flow and review frequently to ensure a diverse slate of candidates is applying for available positions.
- g. Target the Protective Services categories, encouraging individuals to apply for entry-level positions and encourage internal employees to compete for promotional opportunities within the Police Department.

2. Our objective is to ensure that no unnecessary barriers exist that would deny minorities and or females equal employment opportunity with the Police Department.

- a. Identify any barriers in Police Department recruitment that might deter the underutilized groups from applying for positions within the categories of Technicians, Protective Services: Sworn Officials, and Protective Services: Sworn Patrol Officers.
- b. Human Resources working with the Police Department will continue to post all job openings internally and no present employee will be discouraged or prevented from applying for a vacancy.
- c. Continue to maintain a list of organizations established to assist minority groups and females in employment opportunities, and continue to maintain a working relationship with these organizations.
- d. Continue to promote employee career development by offering employees training opportunities and tuition reimbursement.

- e. Human Resources will continue to work with the Police Professional Standards Department to review the recruitment, examination, selection and promotion procedures to ensure compliance with the federal law and judicial mandates regarding equal employment opportunity.
- f. The City of Boynton Beach Police Department is committed to its Equal Employment Opportunity Plan and works with Human Resources to continually refine the selection process and internal record keeping systems to ensure there is no adverse impact.
- g. Continue required cultural competency training for all Police Department employees.
- h. Continue to analyze Police workforce representation on an ongoing basis to determine if women and/or minorities are joining the City or leaving in significant numbers. Analyze exit interview data to determine if there are any practices within the City that adversely affect females and minorities.

Step 7a: Internal Dissemination

Sharyn Goebelt, IPMA-CP, Human Resources Director of the City of Boynton Beach, is designated to implement the Equal Employment Opportunity Program. Her contact number is (561) 742-8277. A copy of the EEO Short Form for the Police Department is available in the Human Resource Office and the Police Department.

An electronic copy of the EEO Short Form for the Police Department is maintained in a database which is accessible by all Boynton Beach Police Department employees.

Police Department Officials are responsible for promoting an attitude of support among department employees for the spirit and intent of equal opportunity practices. The Personnel Policy Manual, the City's E-News, new employee orientation materials, and all collective bargaining agreements address Boynton Beach's dedication to being an EEO employer. All federal and state posting requirements continue to be met. The Police Department's employment application contains an EEO/AA statement.

Training is conducted for the employees who conduct interviews and participate in the employment decision process to explain and clarify the provisions of the policy and to facilitate its implementation.

Step 7b: External Dissemination

Sharyn Goebelt, IPMA-CP, Human Resources Director of the City of Boynton Beach, is designated to implement the Equal Employment Opportunity Program. Her contact number is (561) 742-8277. A copy of the Police Department EEO Short Form is available in the Human Resource Office, the Police Department, and is available on request in hard copy or electronically.

A copy of the Police Department EEO Short Form is maintained for public viewing on the Boynton Beach Police Department's web site at <http://www.bbpd.org>.

A bound copy of the Police Department EEO Short Form is available at the City of Boynton Beach Library for display in their reading room.

As indicated in the Police employment application packet, preference is granted to all qualified Veteran applicants in accordance with Chapter 295, Florida Statutes. EEO/AA tag lines are included in employment advertising and on the career opportunities page of the Police Department's web site. An EEO/AA statement is included on all civilian Police Department positions posted on-line at the City of Boynton Beach web site, <http://www.boynton-beach.org>.

Utilization Analysis Chart
Relevant Labor Market: Palm Beach 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 #/%	1/100%	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 #/%	45,400/55%	3,750/5%	2,065/3%	40/0%	800/1%	10/0%	39/0%	24,170/29%	2,615/3%	2,165/3%	40/0%	515/1%	0/0%	215/0%
Utilization #/%	45%	-5%	-3%	-0%	-1%	-0%	-0%	-29%	-3%	-3%	-0%	-1%	0%	-0%
Professionals														
Workforce #/%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/67%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,905/40%	2,870/3%	2,485/3%	25/0%	1,510/2%	4/0%	245/0%	36,750/41%	3,255/4%	4,975/6%	300/0%	1,250/1%	4/0%	520/1%
Utilization #/%	-23%	-3%	-3%	-0%	-2%	-0%	-0%	26%	-4%	11%	-0%	-1%	-0%	-1%
Technicians														
Workforce #/%	9/50%	0/0%	4/22%	0/0%	0/0%	0/0%	0/0%	3/17%	1/6%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,905/28%	410/4%	320/3%	40/0%	105/1%	0/0%	15/0%	4,520/44%	555/5%	1,225/12%	150/0%	150/1%	200/0%	400/0%
Utilization #/%	22%	-4%	19%	-0%	-1%	0%	-0%	-27%	0%	-5%	-0%	-1%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	25/71%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%	5/14%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,045/62%	700/6%	1,620/14%	25/0%	30/0%	0/0%	150/1%	1,085/10%	90/1%	605/5%	4/0%	0/0%	0/0%	200/0%
Utilization #/%	9%	-3%	-9%	-0%	-0%	0%	-1%	-5%	-1%	0%	-0%	0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	88/66%	16/12%	13/10%	0/0%	0/0%	0/0%	0/0%	10/8%	2/2%	3/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10,840/31%	3,840/11%	3,790/11%	20/0%	220/1%	20/0%	405/1%	8,290/24%	2,595/7%	4,110/12%	25/0%	180/1%	10/0%	315/1%
Utilization #/%	35%	1%	-1%	-0%	-1%	-0%	-1%	-18%	-6%	-10%	-0%	-1%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	5/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	305/47%	40/6%	85/13%	0/0%	0/0%	0/0%	0/0%	160/24%	30/5%	25/4%	0/0%	0/0%	0/0%	10/2%

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
Utilization #/%	9%	-5%	-13%	0%	0%	0%	0%	20%	-5%	-4%	0%	0%	0%	-2%
Administrative Support														
Workforce #/%	37%	0/0%	37%	0/0%	1/2%	0/0%	0/0%	25/57%	4/9%	8/18%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,185/26%	4,370/3%	4,965/4%	40/0%	670/0%	4/0%	650/0%	67,895/50%	9,170/7%	11,290/8%	190/0%	1,265/1%	40/0%	975/1%
Utilization #/%	-19%	-3%	3%	-0%	2%	-0%	-0%	7%	2%	10%	-0%	-1%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	30,705/63%	8,475/17%	5,290/11%	135/0%	380/1%	25/0%	520/1%	1,790/4%	640/1%	415/1%	10/0%	85/0%	0/0%	25/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	36,150/29%	18,100/15%	14,410/12%	170/0%	1,140/1%	85/0%	2,065/2%	26,025/21%	9,830/8%	13,880/11%	95/0%	1,065/1%	25/0%	1,440/1%
Utilization #/%	-29%	-15%	-12%	-0%	-1%	-0%	-2%	79%	-8%	-11%	-0%	-1%	-0%	-1%

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
Police 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%
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%
Lieutenant														
Workforce #/%	5/62%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	18/75%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	2/8%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	86/66%	16/12%	13/10%	0/0%	0/0%	0/0%	0/0%	10/8%	2/2%	3/2%	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.

Shayn M. Gilbert Human Resources Director 8/28/09
[signature] [title] [date]