

EEOP Short Form



Tue Dec 08 11:24:20 EST 2009

Step 1: Introductory Information

Grant Title:	American Recovery Act- JAG Direct	Grant Number:	2010-ARRD-22
Grantee Name:	City of Groveland Police Department	Award Amount:	\$6,250.00
Grantee Type:	Local Government Agency		
Address:	408 W. Orange Street Groveland, Florida 34736		
Contact Person:	Lt. Jesse Baker	Telephone #:	352-429-4166
Contact Address:	408 W. Orange Street Groveland, Florida 34736		
State Granting Agency:	Florida Dept. of Law Enforcement	Grant Number:	2010-ARRD-22
Contact Name:	Clayton Wilder		
Contact Address:	2331 Phillips Road Tallahassee, Florida 32308		
Telephone #:	850-875-2131		

Policy Statement:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Any employees with questions or concerns about any type of unlawful discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Department Head or City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Groveland Police Department makes the following observations.

Given the small number of job categories (9) Protective Service Sworn Officials and (14) Protective Service Sworn Patrol Officers it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

In keeping with the commitment to have a workforce that reflects the community it services, we will continue to see if there is any way to attract more Hispanic, Asian, African Americans and Female applicants.

It should be noted that Groveland Police Department has had a high turn over rate of patrol officers in recent years.

Several of the officers who have left employment have been minority groups including Hispanic, American Indian, African American, and females.

Step 5 & 6: Objectives and Steps

1. Groveland Police Department will continue to post job announcements in the local newspaper and recruit from area law enforcement training schools. We will continue to try to attract more minority groups to submit applications for employment.

a. When a position becomes open, we will review the applications submitted and interview the minority applicants concerning how they learned of the position and how the police department might be able to recruit more qualified minority applicants.

Step 7a: Internal Dissemination

1. Distribute a copy of the EEOP short form to all employees in a supervisory position.
2. Post a copy of the EEOP short form at the police station so it is available for review by all employees and applicants.
3. Post a copy of the EEOP short form on the in-house computer system.

Step 7b: External Dissemination

1. Post a copy of the EEOP short form at City Hall for review by all city employees and the public.
2. Post a copy of the EEOP short form on the City of Groveland's public website.

Utilization Analysis Chart
Relevant Labor Market: Lake 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 #/%	7,395/60%	260/2%	120/1%	20/0%	80/1%	0/0%	30/0%	3,990/32%	180/1%	245/2%	0/0%	35/0%	0/0%	10/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,370/37%	195/2%	200/2%	0/0%	85/1%	0/0%	25/0%	6,050/51%	410/3%	425/4%	15/0%	110/1%	0/0%	30/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	665/31%	40/2%	30/1%	10/0%	4/0%	0/0%	0/0%	1,085/51%	60/3%	195/9%	4/0%	20/1%	0/0%	20/1%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,550/74%	105/5%	120/6%	4/0%	0/0%	0/0%	15/1%	260/12%	10/0%	25/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-5%	-6%	-0%	0%	0%	10%	-12%	-0%	-1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	10/71%	2/14%	0/0%	0/0%	1/7%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,300/46%	305/4%	390/5%	40/1%	10/0%	10/0%	15/0%	2,415/33%	180/2%	490/7%	20/0%	45/1%	0/0%	10/0%
Utilization #/%	26%	10%	-5%	-1%	7%	-0%	-0%	-26%	-2%	-7%	-0%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	60/43%	10/7%	15/11%	20/14%	0/0%	0/0%	0/0%	35/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
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/
CLS #/%	5,410/26%	350/2%	380/2%	30/0%	10/0%	0/0%	20/0%	13,150/62%	795/4%	770/4%	70/0%	100/0%	0/0%	80/0%
Utilization #/%														
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,195/81%	720/7%	375/4%	40/0%	10/0%	0/0%	25/0%	620/6%	45/0%	4/0%	15/0%	15/0%	0/0%	10/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,170/44%	1,600/6%	1,590/6%	80/0%	120/0%	10/0%	90/0%	7,785/31%	740/3%	1,775/7%	35/0%	140/1%	0/0%	40/0%
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 of Police														
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%
Captain														
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 #/%	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%
Sergeant														
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%
Corporal														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	10/71%	2/14%	0/0%	0/7%	1/7%	0/0%	0/0%	1/7%	0/0%	0/0%	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.

 CHIEF OF POLICE 12/8/09
[signature] [title] [date]