



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

March 22, 2012

Anthony Carrabis
EEO Compliance Officer
Department of Human Resources, City of West Palm Beach
600 Banyan Boulevard
West Palm Beach, FL 33401

RECEIVED
HUMAN RESOURCES DEPT
2012 MAR 27 PM 3:05
CITY OF WEST PALM BEACH
WEST PALM BEACH, FL

Re: Equal Employment Opportunity Plan for the City of West Palm Beach

Dear Mr. Carrabis:

The Office for Civil Rights, Office of Justice Programs has received the Equal Employment Opportunity Plan (EEOP) Short Form that you submitted on behalf of the City of West Palm Beach in accordance with the provisions of its current grant awards. Based on this submission, the City of West Palm Beach is in compliance with the Office for Civil Rights' Equal Employment Opportunity reporting requirement for this grant cycle. Your submission satisfies the EEOP requirement for any subsequent grants that the City of West Palm Beach receives from the Department of Justice for a two year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

Michael L. Alston
Director
Office for Civil Rights

**CITY OF WEST PALM BEACH
DEPARTMENT OF HUMAN RESOURCES**



**EQUAL EMPLOYMENT OPPORTUNITY PLAN
EEOP (SHORT FORM) POLICE DEPARTMENT**

DATA AS OF FEBRUARY 21, 2012

Prepared by:

**Anthony Carrabis
EEO Compliance Officer
561-494-1031
acarrabis@wpb.org**

EEOP Short Form



Tue Feb 21 14:58:07 EST 2012

Step 1: Introductory Information

Grant Title: JAG- Community Bike Patrol **Grant Number:** 2010-OJ-BX-0968
Grantee Name: City of West Palm Beach **Award Amount:** \$105,925.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida, Florida
33401
Contact Person: A/C West Palm Beach, Florida **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Stefanie Harris **DOJ Telephone #:** 202-305-8069

Grant Title: JAG- Law Enforcement and Security **Grant Number:** 2009-OJ-BX-1509
Grantee Name: City of West Palm Beach **Award Amount:** \$121,675.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida, Florida
33401
Contact Person: A/C Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Stefanie Harris **DOJ Telephone #:** 202-305-8069

Grant Title: JAG- Law Enforcement and Private Security **Grant Number:** 2011-OJ-BX-2264
Grantee Name: City of West Palm Beach **Award Amount:** \$81,017.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida, Florida
33401
Contact Person: A/C Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Stefanie Harris **DOJ Telephone #:** 202-305-8069

Grant Title: Edward Byrne Memorial Justice Assistance Grant (JAG) **Grant Number:** 2009-SB-B9-2133
Grantee Name: City of West Palm Beach **Award Amount:** \$500,573.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida, Florida
33401
Contact Person: A/C Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Stefanie Harris **DOJ Telephone #:** 202-305-8069

Grant Title: COPS Hiring Recovery Program Grant **Grant Number:** 2009-RK-WX-0239
Grantee Name: City of West Palm Beach **Award Amount:** \$1,785,456.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida, Florida
33401
Contact Person: CPT Martin Tierney **Telephone #:** 561-822-1896
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Judith Williford **DOJ Telephone #:** 202-514-1156

Grant Title: W&S Banyan/Aust./59th/Flagler **Grant Number:** 2011-DJ-BX-2264
Grantee Name: City of West Palm Beach **Award Amount:** \$50,000.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
City of West Palm Beach, Florida, Florida
33401
Contact Person: CPT Martin Tierney **Telephone #:** 561-822-1896
Contact Address: 600 Banyan Blvd
City of West Palm Beach, Florida, Florida
33401
DOJ Grant Manager: Rosalind Murray **DOJ Telephone #:** 561-355-2332

Grant Title:	W&S Gramercy Village City of West Palm Beach Local	Grant Number:	2010-WX-QX-0085
Grantee Name:	Government Agency 401	Award Amount:	\$157,000.00
Grantee Type:	Local Government Agency		
Address:	401 Clematis Street West Palm Beach, Florida, Florida 33401		
Contact Person:	CPT Martin Tierney	Telephone #:	561-822-1896
Contact Address:	600 Banyan Blvd West Palm Beach, Florida, Florida 33401		
DOJ Grant Manager:	Samuel Beamon	DOJ Telephone #:	202-353-8592

Policy Statement:

The City of West Palm Beach, as an equal opportunity employer, is committed to providing equal employment opportunity for all applicants and employees regardless of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status, sexual orientation, genetic information, or any other status protected by applicable law.

Step 4b: Narrative Underutilization Analysis

The data provided showed an underutilization (-16%) on white females in the Administrative Support category when compared to the Palm Beach County. It is important to note that the City has equal number of white females and black African American females in this category (21), which indicates that compared to the Palm Beach County we have a Utilization of 26% of black African American females. Due to small number of employees in this category, it is really hard to identify the reasons for this underutilization.

On the other hand it is important to note the underutilization of white females (-26%), Hispanic females (-6%) and black African females (-6%) in the sworn police officers. In keeping with the West Palm Beach Police Department commitment of having a workforce that reflects the community it serves, we will review our recruitment practices to see if there may be ways to attract more while, Hispanic, and black African American females to apply for entry level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. 1. Increase the applicant flow of qualified African Americans applicants for entry level positions in the Police Department.

a. Job announcements will be posted in public facilities such as recreation centers, schools, City and county buildings and other appropriate places that will offer wide exposure to black potential applicants.

Job announcements will continue to be sent to groups who are working to increase employment opportunities for African American individuals such as Urban League, Office of Equal Opportunity, Goodwill Industries, Center for Minority Human Services, Community Action Council, Black Citizens Coalition, and various affiliated churches.

Sponsorship programs will be initiated with local interested groups such as black fraternities and interested civic organizations to provide scholarships to attend the police academy.

Community outreach programs and Job Fairs will be periodically conducted in geographic areas containing a significant black population to inform residents of City services and employment opportunities.

2. 2. Increase the applicant flow of qualified Hispanic applicants for entry level positions in the Police Department.

a. Job announcements will continue to be sent to Hispanic civic groups such as the Hispanic Human Resources Council, Palm Beach County Migrant Program, and Hispanic Alliance, as well as the Florida State Employment Service and the Palm Beach County Office of Equal Opportunity.

Job announcements will continue to be listed in Hispanic oriented media such as El Latino, (in Spanish) and La Gura Gratuita, as well as local newspapers. Whenever practical in recruitment media, Hispanic police officers will be depicted.

Job vacancies will be posted on the City's web site and public television channel. Interpreters are available in both the Police Department and the Human Resources Department to assist Spanish-speaking applicants.

3. 3. Increase the applicant flow of qualified Asian applicants for entry level positions in the Police Department.

a. Job announcements will continue to be sent to civic groups such as the Lutheran Ministries Refuge Employment Service, Palm Beach County Migrant Program, and as well as the Florida State Employment Service and the Palm Beach County Office of Equal Opportunity.

Job announcements will continue to be posted in public facilities such as recreation centers, schools, City and county buildings and other appropriate places such as the emerging Korean community that will offer wide exposure to Asian potential applicants.

Community outreach programs and Community Job Fairs will be periodically conducted in geographic areas containing a significant Asian population to inform residents of City services and employment opportunities.

4. 4. Increase the applicant flow of qualified female applicants for entry level positions in the Police Department.

a. College recruiting programs for the Police Department have been budgeted and will be initiated at Bethune Cookman, Florida A&M, and the University of Central Florida. These programs will target female applicants through pre-recruiting literature and advertising.

The distribution list for job announcements will be expanded to include organizations that will provide greater access to female potential applicants. Special recruitment packets will be developed to present law enforcement as a viable career for females.

5. 5. To improve promotional opportunities for underrepresented African Americans (male and female), Hispanic males, and White females in the Protective Service/Official category.

a. Minorities and females will be encouraged to apply for and compete in promotional examinations. Educational preparation assistance to meet the requirements of higher level positions will be provided through a tuition reimbursement program and developmental training through our Employee Development programs.

Training will be provided to all supervisory personnel on the selection process that will include legal aspects as well as the organizations inclusive diversity initiative.

The promotional selection process will be monitored through a new Oracle Human Resources Information System to minimize disparate impact and to gauge the effectiveness of utilization initiatives.

Developmental plans for Skills and Leadership Skills Academies are included in the City's Strategic Plan which will focus on the acquisition of skills which will allow for increased internal advancement opportunities.

Step 7a: Internal Dissemination

The Police Department will communicate the Equal Employment Opportunity Plan internally as follows:

1. A copy of the EEOP will be distributed to all divisions, and copies will be available for review by employees, potential applicants, and the public at both the Police Department and the Human Resources Department.
2. Meetings with supervisory personnel will be held to discuss specific goals and objectives of the EEOP and our progress toward those goals. Input from the supervisory meetings will be utilized to development new initiatives to increase utilization of underrepresented groups.
3. Presentations on EEOP policies will be included in new employee orientation, and related policies will be periodically distributed to all employees to reaffirm our commitment to these policies.
4. A new employee handbook has been distributed, which includes sections concerning each employees responsibilities in EEO areas.
5. Progress toward these EEOP goals will be monitored by the EEO/ADA Compliance Officer. Periodic reports will be submitted to the Chief of Police and City Administration.

Step 7b: External Dissemination

The Police Department will communicate the Equal Employment Opportunity Plan externally as follows:

1. Job announcements will be posted in public facilities such as recreation centers, schools, City and county buildings and other appropriate places that will offer wide exposure to potential applicants.
2. Job vacancies will be posted on the City's web site and public television channel. Interpreters are available in both the

Police Department and the Human Resources Department to assist USDOJ, Office of Justice Programs, Spanish-speaking applicants.

3. Community outreach programs and Community Job Fairs will be periodically conducted in geographic areas containing a significant population to inform residents of City services and employment opportunities.

4. College recruiting programs for the Police Department have been budgeted and will be initiated at Bethune Cookman, Florida A&M, and the University of Central Florida. These programs will target female applicants through pre-recruiting literature and advertising.

5. The distribution list for job announcements will be expanded to include organizations that will provide greater access to female potential applicants. Special recruitment packets will be developed to present law enforcement as a viable career for females.

Utilization Analysis Chart
Relevant Labor Market: West Palm Beach city, 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 #/%	2,510/49%	330/6%	285/6%	0/0%	55/1%	10/0%	35/1%	1,400/27%	165/3%	315/6%	0/0%	20/0%	0/0%	10/0%
Utilization #/%														
Professionals														
Workforce #/%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/58%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,555/36%	245/3%	440/6%	0/0%	155/2%	0/0%	30/0%	2,575/36%	170/2%	765/11%	4/0%	115/2%	0/0%	10/0%
Utilization #/%	-3%	-3%	-6%	0%	-2%	0%	-0%	22%	-2%	-2%	-0%	-2%	0%	-0%
Technicians														
Workforce #/%	7/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/45%	2/10%	2/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	200/25%	60/7%	40/5%	0/0%	10/1%	0/0%	4/0%	260/32%	54/7%	185/23%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	-7%	-5%	0%	-1%	0%	-0%	13%	3%	-13%	0%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	53/77%	1/1%	5/7%	1/1%	1/1%	0/0%	0/0%	5/7%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	250/38%	60/9%	230/35%	0/0%	10/2%	0/0%	4/1%	10/2%	0/0%	85/13%	0/0%	0/0%	0/0%	10/2%
Utilization #/%	39%	-8%	-28%	1%	-0%	0%	-1%	6%	1%	-10%	0%	0%	0%	-2%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	144/60%	29/12%	37/15%	2/1%	3/1%	0/0%	0/0%	18/7%	1/0%	7/3%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	775/25%	410/13%	600/19%	0/0%	10/0%	0/0%	50/2%	415/13%	190/6%	630/20%	0/0%	20/1%	0/0%	15/0%
Utilization #/%	35%	-1%	-4%	1%	1%	0%	-2%	-6%	-6%	-17%	0%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4/6%	4/6%	30/48%	0/0%	0/0%	0/0%	0/0%	10/16%	15/24%	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 #/%	13/21%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	21/34%	5/8%	21/34%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,090/22%	325/3%	630/7%	4/0%	60/1%	0/0%	35/0%	3,255/34%	760/8%	2,245/23%	0/0%	105/1%	0/0%	105/1%
Utilization #/%	-1%	-2%	-5%	-0%	-1%	0%	-0%	0%	0%	11%	0%	-1%	0%	-1%
Skilled Craft														
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 #/%	1,310/37%	915/26%	925/26%	15/0%	15/0%	0/0%	50/1%	105/3%	70/2%	90/3%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	63%	-26%	-26%	-0%	-0%	0%	-1%	-3%	-2%	-3%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	6/24%	3/12%	12/48%	1/4%	0/0%	0/0%	0/0%
CLS #/%	2,180/17%	2,505/20%	2,375/19%	15/0%	105/1%	0/0%	280/2%	1,460/12%	1,065/9%	2,275/18%	0/0%	110/1%	0/0%	155/1%
Utilization #/%	-17%	-20%	-7%	-0%	-1%	0%	-2%	12%	3%	30%	4%	-1%	0%	-1%

Significant Underutilization 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
Protective Services: Sworn-Officials		✓	✓							✓				
Protective Services: Sworn-Patrol Officers								✓	✓					

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 #/%	30/75%	1/2%	4/10%	1/2%	1/2%	0/0%	0/0%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%
Lieutenants														
Workforce #/%	14/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captains														
Workforce #/%	8/73%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief, Assistant Chief														
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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	144/60%	29/12%	37/15%	2/1%	3/1%	0/0%	0/0%	18/7%	1/0%	7/3%	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.

Anthony Carlini

[signature]

EEOP Compliance

[title]

2/21/12

[date]

TRANSMISSION VERIFICATION REPORT

TIME : 02/21/2012 16:59
NAME : CITY OF WPB
FAX : 5616532649
TEL : 5616532649
SER.# : BROL2J847984

DATE, TIME	02/21 16:56
FAX NO./NAME	912023544380-167965
DURATION	00:03:21
PAGE(S)	13
RESULT	OK
MODE	STANDARD ECM