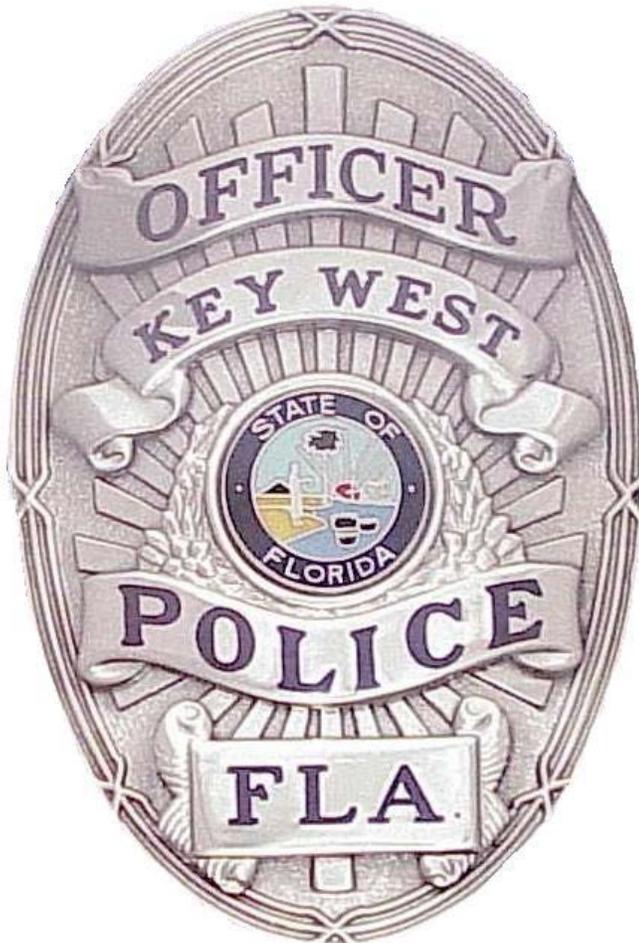


# Key West Police Department

## Equal Employment Opportunity Plan



**2008 - 2009  
Annual Report**

**Prepared By: Lt. David Smith, Professional Standards**

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# EEOP SHORT FORM

## INTRODUCTORY INFORMATION

**Grant Title:**

**Grant Number:**

**Award Amount:**

**Grantee Name:** Key West Police Department

**Address:** 1604 North. Roosevelt Blvd.  
Key West, Florida 33040

**Contact Person:** Lt. David T. Smith **Telephone #:** 305-809-1035

**Date and effective duration of EEOP:** October 1, 2008 - September 30, 2009

### **Policy Statement:**

The Key West Police Department is an Equal Opportunity employer. The Equal Employment Opportunity Plan (EEOP) is a report which will be updated and prepared by the Key West Police Department, (KWPD) Professional Standards Division, on an annual basis. It will serve as a self-assessment aid in recruiting for the various job categories throughout the Police Department. This process will be implemented and monitored by the Professional Standards Division Commander. The Key West Police Department affords equal employment opportunity to all qualified persons. The Key West Police Department prohibits discrimination in employment due to race, color, sex gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, or age, through a continuing policy of equal employment opportunity. The effectiveness of the EEOP will be measured through an ongoing review, comparison, and generation of statistical data reflecting personnel

distribution for both Key West Police Department and the local labor market. This process is designed, and intended to enhance equal employment opportunity. The policy adopted by the Key West Police Department is intended to promote additional diversification of its work force, through a pool of qualified, protected class applicants, for consideration of employment, advancement, and other opportunities. These goals will be achieved by identifying, notifying, and recruiting qualified applicants, and employees within protected classes. Key West lies at the end of a chain of islands known as The Florida Keys, which stretches 114 miles south of Dade County, Florida, and is connected by a series of bridges and the highway US-1. Key West is the southernmost city in the continental United States. Due to the unique geographical location of its jurisdiction, the Key West Police Department must require employees to live within a reasonable or commutable distance of the city limit. This factor, along with competition for a limited qualified community labor pool, by the Monroe County Sheriff's Office, requires recruitment efforts both within and outside of our county. These factors must be recognized in conjunction with economic, budgetary, and/or other considerations that may have an affect on our recruitment goals. Aggressive and diligent recruitment efforts are anticipated to result in meaningful increases in the number of minority applicants, and a work force that is even more reflective of the relevant available labor force of qualified protected class members, in all EEOP categories.

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**Donald J. Lee Jr.**  
**Chief of Police**

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**Date**

**Expiration Date:     September 30, 2009**

## **Definition of Job Classifications**

**Protective Service Sworn (Command Staff, Ranking Officers, Patrol Officers, Parking Enforcement, CSA):** Occupations in which Command Staff assume responsibilities for the operation of direct divisions or bureaus within the Police Department. Occupations in which, Sergeants and Lieutenants are entrusted with the supervision of Patrol Officers. Occupations in which Police Officers are entrusted with public safety, security, and protection and that require specialized knowledge and training acquired through vocational or post secondary education and on-the-job training and certification through the state. Occupations in which, Parking Enforcement Officers are entrusted with enforcement of city parking laws and regulations. Occupations in which Community Service Aids are entrusted with non criminal police duties that do not require state minimum standards, or police certification.

**Administrative Support (Clerk Specialist, Secretary):** Occupations that require a combination of clerical and computer skills and in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.











## UTILIZATION NARRATIVE

A comparison of the Key West Police Department's workforce to the community labor statistics for Monroe County indicates underutilization of women and minorities in two areas. Community labor statistics show that Asian/Pacific Islander, and American-Indian/Alaskan Native populations are very small (all less than 0.5%). Therefore, the larger areas of underutilization identified, were of African-American males in Protective Services Sworn, females in Protective Services Sworn, Hispanic females in Protective Services Sworn, and Hispanic males in Administrative Support. The majority of this plan will focus on addressing these five areas of underutilization. However, the Key West Police Department does welcome the chance to increase their representation of all underutilized groups and will continue to explore ways of reaching out to and communicate job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the Key West Police Department has identified the following areas of concern:

### **Protective Services, Sworn –**

- African-American males are underutilized by **7.8%**
- African American females are underutilized by **2.9%**
- Females are underutilized by **.9%**

### **Administrative Support –**

- Hispanic Males are underutilized by **2.0**
- Hispanic females are underutilized by **N/A – Over census stats by 3.9%**

## ➤ OBJECTIVES

The Key West Police Department is committed to making its workforce profiles more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, the Key West Police Department has established the following objectives: Within the Key West Police Department, females are underutilized in the Protected Services category. To ensure that females receive equal opportunity to secure employment, it is our goal to periodically review our promotional and recruitment procedures. To facilitate these improvements, the Key West Police Department will focus on enlisting female applicants for, Protective Services positions. Within the Key West Police Department, African-American and Hispanic males are underutilized in both job categories. Specifically, the Key West Police Department will target attracting African-American applicants for Protective Services Sworn and Administrative Support. The Key West Police Department will assess its current promotion and recruitment procedures, to ensure that African-Americans and Hispanic Americans are receiving equal opportunity. To determine whether an identifiable class of persons based on race/ethnicity or gender is being underutilized in any job category, the Key West Police Department will conduct an updated utilization analysis based on the following six factors:

1. The population of the labor area/workforce, (Monroe County, FL.)
2. The size of the unemployment force of each class of persons in the labor area/workforce.
3. The percentage of each class as a part of the workforce as compared with the total workforce in the labor area (Monroe County, Florida.)
4. The general availability of person possessing the required skills in the labor force.

5. The availability of each class with the required skills in an area, which the agency can reasonably recruit.
6. The availability and existence to training institutions in the county capable of training persons in the required skills.

It is the goal of the Key West Police Department to provide an equal opportunity to all qualified applicants and members, and to avoid discrimination to any gender or ethnic class. The Key West Police Department will review job qualification requirements, overall selection process, and job requirements of job categories in which it appears there may be an underutilization, of minorities or women, in order to ensure that qualifications are not unreasonable regarding employment, or advancement in any job group. The Key West Police Department will look at an impact analysis by job category' based upon available data for all personnel activity including new hires, promotions, transfers, and terminations. The Key West Police Department will continue to review qualification requirements and termination procedures for affected job categories to ensure that no systematic barriers exist, and to propose corrective measures where necessary. The Key West Police Department maintains a complaint process for addressing employee complaints of illegal discrimination or harassment on any basis.

## **STEPS TO ACHIEVE OBJECTIVES**

- A tuition Assistance Program is now being offered to all sworn employees regardless of age, race, or gender. (This is to ensure all KWPD employees have an opportunity to pursue educational opportunities at Extension Universities and Florida Keys Community College. All employees are valued and respected and have opportunities to develop their full potential and pursue a career path.)
- Select and train employees of the Key West Police Department, from the underutilized job groups, to assist in the recruitment process.
- The EEOP will be available to all employees on the Key West Police Department website.
- The Key West Police Department will continue to promote EEO and equity in the workplace.
- The EEOP will be reviewed annually in order to ensure continued diversification.
- The EEOP shall be filed in the Special Services Section of the Key West Police Department and the Human Resources Department of The City of Key West.

## **DISSEMINATION**

### **EXTERNAL**

- Continue to include the statement “The Key West Police Department is an Equal Opportunity Employer” on all job applications and postings.
- Special Services and Human Resources will house a copy of the EEOP to be available for viewing by the public and/or prospective applicants.
- Post the EEOP on The Key West Police Department web page and City Intra Net.

- Annually inform all recruiting sources in writing of the EEOP, and commitment to it.
- Professional Standards Division will inform the appropriate newspaper, radio, and television stations, as well as, other media, of our EEOP, particularly focusing on those that directly serve minorities or other protected classes.

### **INTERNAL**

- Incorporate the EEOP into The Key West Police Department Directives Manual.
- Include a statement in the City Manager's Newsletter advising of the existence, and availability of the EEOP.
- A memorandum will be distributed with KWPD employee paychecks twice per year advising them that the Equal Employment Opportunity Plan is available in Special Services, or the Human Resources Department for review. It will also advise them of who to speak to, within the department, in the event that they have any questions or concerns.
- Conspicuously post relevant portions of, and the locations of the complete, EEOP next to our Vision and Mission statements inside the Police Station.
- Meet with all supervisory staff to ensure they are familiar with our diversification objectives.
- Ask current employees to refer qualified minority and Female applicants for employment.
- The EEOP will be shared with appropriate organizations, clubs, or agencies specifically aimed at the minority populations, women, individuals with disabilities, veterans, and other protected classes.

- Periodic audits of applicable training programs, hiring procedures, promotion patterns, and other personnel practices to remove any impediments that may exist in the attainment of goals and objects established in the EEOP.
- Periodically hold discussions with Supervisors and Command Staff to assure that the Key West Police Department's EEOP is being followed.
- Review of the qualifications of all employees to ensure that minorities and women are given opportunities for transfers and promotions.
- The EEOP will prominently be discussed and explained in all new employee orientation sessions and/or in appropriate service training.
- When possible each oral board will have at least one (1) minority member on the board.
- Copies of the plan will be made available, upon request, by Special Services, or the Human Resources Department, to interested members or applicants.