

# EEOP Short Form



Tue Jul 06 13:53:51 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	VERO BEACH POLICE DEPARTMENT LAW ENFORCEMENT NEEDS	<b>Grant Number:</b>	2010-ARRC-INRI-5-W7-108
<b>Grantee Name:</b>	City of Vero Beach Police Department	<b>Award Amount:</b>	\$78,650.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1055 20th Street Vero Beach, Florida 32960		
<b>Contact Person:</b>	Lt. Dan Cook	<b>Telephone #:</b>	772-978-4600
<b>Contact Address:</b>	1055 20th Street Vero Beach, Florida 32960		
<b>State Granting Agency:</b>	FDLE Criminal Justice Grants	<b>Grant Number:</b>	2010-ARRC-INRI-5-W7-108
<b>Contact Name:</b>	Julie Dillard		
<b>Contact Address:</b>	2331 Phillips Rd Tallahassee, Florida 32308		
<b>Telephone #:</b>	850-617-1257		

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<b>Grant Title:</b>	2009 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM	<b>Grant Number:</b>	2010-JAGD-INRI-3-4Y-037
<b>Grantee Name:</b>	City of Vero Beach Police Department	<b>Award Amount:</b>	\$7,498.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1055 20th Street Vero Beach, Florida 32960		
<b>Contact Person:</b>	Lt. Dan Cook	<b>Telephone #:</b>	772-978-4600
<b>Contact Address:</b>	1055 20th Street Vero Beach, Florida 32960		
<b>State Granting Agency:</b>	FDLE Criminal Justice Grants	<b>Grant Number:</b>	2010-JAGD-INRI-3-4Y-037
<b>Contact Name:</b>	Julie Dillard		
<b>Contact Address:</b>	2331 Phillips Rd		

Tallahassee, Florida  
32308

**Telephone #:** 850-617-1257

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**Policy Statement:**

In accordance with the City of Vero Beach Standards and Conduct Policy, Section 3, the City of Vero Beach is an equal opportunity employer.

3.02 EQUAL OPPORTUNITY POLICY

A. The City will not discriminate in any aspect of employment because of religious or political opinions or affiliations, race, color, national origin, sex, age, marital status, disability, or other non-relevant factors, except where such factor is a bona fide occupational qualification or is required by Florida State and/or Federal law.

B. The City is morally and ethically committed to a policy of fairness and equity for all employees and will give every employee the opportunity to achieve maximum potential.

## **Step 4b: Narrative Underutilization Analysis**

Seven areas of underutilization were identified. The first is white males in administrative support. This is believed to not be relevant due to the fact that very few males go into the types of clerical jobs this job category represents. A similar finding was discovered for White, Hispanic and African American Women in the Service/Maintenance job category. This category includes jobs that are not traditional for women such as grounds maintenance, garbage collection, fleet maintenance and others. The City does recognize that more women are entering into these fields and we should be prepared to recruit and hire women for these jobs. The other areas of underutilization was for White women in the job categories of Officials/Administrators, Professionals, and Technicians. We believe this underutilization has to do with the limited number of qualified candidates for these job categories who reside in or near our typical recruiting areas. However, the City of Vero Beach would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the City of Vero Beach identified the following areas of concern:

## **Step 5 & 6: Objectives and Steps**

### **1. Increase recruitment of females of all ethnic groups.**

- a. Identify any barriers in recruitment that might deter women from applying for positions in all job categories.
- b. Seek the assistance of civic and social clubs and educational institutions to find qualified applicants.
- c. Implement an internship program whereby females may gain experience in Official/Administrative and Professional job categories.
- d. Track where female applicants are learning of employment opportunities in the underutilized job categories and increase advertising efforts for those sources utilized by women and minorities.
- e. Continue to work with the State of Florida Workforce Solutions agency as a recruiting source and emphasize that we are an equal opportunity employer for both sexes and all races.
- f. Review recruitment activities to determine if goals and objectives are being met.

## **Step 7a: Internal Dissemination**

Copies of the EEOP Short Form will be mailed to all departments in the City.

A copy of the Form will be posted on the City's Employee Only Web Page.

A copy of the Form will be posted on the City's computer network.

## **Step 7b: External Dissemination**

A copy of the Form will be sent to Workforce Solutions.

A copy of the form will be posted on the City's Web site.

**Utilization Analysis Chart**  
**Relevant Labor Market: Indian River 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
<b>Officials/Administrators</b>														
Workforce #/%	37/74%	1/2%	3/6%	0/0%	0/0%	0/0%	0/0%	9/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,755/57%	100/2%	65/1%	15/0%	15/0%	0/0%	30/0%	2,335/36%	85/1%	95/1%	40/1%	10/0%	20/0%	0/0%
Utilization #/%	17%	0%	5%	-0%	-0%	0%	-0%	-18%	-1%	-1%	-1%	-0%	-0%	0%
<b>Professionals</b>														
Workforce #/%	31/62%	2/4%	1/2%	0/0%	1/2%	0/0%	0/0%	14/28%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,795/41%	120/2%	55/1%	0/0%	65/1%	0/0%	10/0%	3,330/49%	95/1%	310/5%	4/0%	55/1%	0/0%	15/0%
Utilization #/%	21%	2%	1%	0%	1%	0%	-0%	-21%	-1%	-3%	-0%	-1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	55/73%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%	16/21%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	345/32%	10/1%	4/0%	0/0%	0/0%	0/0%	0/0%	640/59%	29/3%	50/5%	4/0%	0/0%	0/0%	4/0%
Utilization #/%	42%	0%	2%	0%	0%	0%	0%	-38%	-3%	-3%	-0%	0%	0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	40/85%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	695/72%	20/2%	70/7%	15/2%	0/0%	0/0%	0/0%	115/12%	0/0%	30/3%	10/1%	4/0%	0/0%	0/0%
Utilization #/%	13%	0%	-3%	-2%	0%	0%	0%	-3%	0%	-3%	-1%	-0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	30/56%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	20/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	28%	-7%	0%	0%	0%	0%	0%	-20%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	20/17%	1/1%	2/2%	1/1%	0/0%	0/0%	0/0%	84/71%	2/2%	6/5%	2/2%	0/0%	0/0%	0/0%
CLS #/%	2,875/25%	190/2%	170/1%	0/0%	45/0%	0/0%	4/0%	7,230/63%	280/2%	610/5%	0/0%	45/0%	0/0%	55/0%
Utilization #/%	-8%	-1%	0%	1%	-0%	0%	-0%	8%	-1%	-0%	2%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	78/88%	1/1%	7/8%	0/0%	2/2%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,665/84%	270/5%	265/5%	25/0%	20/0%	0/0%	50/1%	255/5%	14/0%	10/0%	0/0%	0/0%	0/0%	0/0%

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 #/%	4%	-4%	3%	-0%	2%	0%	-1%	-3%	-0%	-0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	72/60%	8/7%	36/30%	0/0%	3/2%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,420/38%	1,375/10%	1,160/8%	4/0%	90/1%	0/0%	40/0%	4,525/31%	730/5%	895/6%	20/0%	55/0%	10/0%	75/1%
Utilization #/%	22%	-3%	22%	-0%	2%	0%	-0%	-31%	-5%	-6%	-0%	-0%	-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
<b>Officials/Administrators</b>								✓						
<b>Professionals</b>								✓						
<b>Technicians</b>								✓						
<b>Administrative Support</b>	✓													
<b>Service/Maintenance</b>								✓	✓	✓				

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.

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[signature]

[title]

[date]