

**City of Rochester, Department of Human
Resource Management, Affirmative Action
Office, Rochester, New York**

**EQUAL EMPLOYMENT
OPPORTUNITY PLAN
for ROCHESTER POLICE
DEPARTMENT
COMPLIANCE**

Prepared by: Sandra J Simon, AA-EEO /Diversity-Inclusion - ADA Officer
10/23/2015

City of Rochester

Police Policy Statement

The City of Rochester Police Department is committed to creating and supporting a workplace and services that are free from discrimination and harassment, promote fairness and equity and value the contributions of all its employees and citizens. The Police Department embraces the City of Rochester's Diversity and Inclusion philosophy.

The City of Rochester Police Department remains committed to a policy of equal employment opportunity for all City employees and applicants, as established by both Federal and State law. The City of Rochester Police Department reaffirm its legal obligation and organizational commitment to foster an environment free from discrimination and to consider all employees and potential applicants for placement, development programs, job assignments, transfers and promotions regardless of age, race, color, creed, sex, religion, national origin, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, military status/service, or domestic violence victim status.

As part of City of Rochester's administration, the City of Rochester Police Department is fully supported by the department of Human Resource Management and the Affirmative Action Office, for compliances that protect and enforce all state, federal and local laws, ordinances and policies governing the Police's diversity, inclusiveness, and recruitment initiatives.

Step 4b: Narrative Underutilization Analysis

The Rochester Police department recognizes the current underutilization of white females, and Hispanic and African American females in its Protective Services for Sworn Officials and Patrol Officers. The Rochester Police department is making a concerted effort to increase its activity in recruiting through various community, social and civic organizations. Efforts include canvassing:

- Minority and women college/university campuses,
- Military and veterans outreach centers
- Social media geared towards women
- Church events geared towards women or minority
- Develop mailing lists posters and brochures for targeted organizations who serve women and minority population
- High school and vocational institutes that have college fairs
- Advertisement in women and minority magazines, newspapers and public service announcements.
- Paid advertisement in newspapers under headings that minority and women will search for information
- Feature female and minority officers on talk shows as guest on radio, television, cable television shows prior to start of selection process.
- Public service announcements using female and minority officers

Goals and timetables have been set for increasing these underrepresentation classes. Even though white women are underutilized in the non-sworn Protective Service category, they still represent the highest percentage of the workforce in that category, which reflects Monroe County statistics.

In addition, to help eliminate many of the barriers that support underutilization, the City of Rochester administration has/was under a court ordered consent and continues to work under this decree in the hiring of female and minority officers. This has allowed the department to address some limitations or hiring imposed by New York State Civil Service regulations.

Step 5 & 6: Objectives and Steps

- 1. To endeavor to make full use of the skills of present employees who may be underemployed and underutilized.**
 - a. The Police department uses the City's Office of Training and Safety for in-house course training to its Sworn and non-Sworn Protective Service employees to expand their skills in leadership, management, conflict resolution, working with computer technology, first aid/CPR/AED, effective communications, understanding diversity and prevention and protection techniques.
 - b. The Police department also encourages its Sworn and non-Sworn Protective Service employees to take advance courses offered at outside educational institutions or certified certificate workshops, seminars and conferences through the City's educational reimbursement program.
 - c. Operating in the confines of Civil Service and Union agreements, the Rochester Police department ensures that any and all opportunities for advancement, promotions and upgrades are posted on the Police department's website, distributed via e-mail to each employee in the Police department; posted on Police's bulletin boards in each office, posted in the Chief of Police office and available at all times in the department of Human Resource Management.

2. To advance Rochester Police department (RPD) utilization of females and minorities in the areas of Protective Services Sworn Officials & Patrol Officers.

- a. With the assistance of the department of Human Resource Management and the Affirmative Action-Diversity/Inclusion Office, the Rochester Police department is working aggressively to expand its outreach. Working in tandem with the aforementioned groups, a team has been assembled to reach out to specific civic and community organizations, educational institutions, professional organizations, sororities and fraternities, military and veterans outreach centers, and faith-based entities.

- b. Community forums open to the public have been initiated, inviting particularly white females and minorities to come and identify issues that may or has posed a barrier and address how to reverse the trend and remove these hindrances.

- c. In addition to what was mentioned in 4b, RPD has stepped up its efforts to accomplish workforce diversity goals with programs in the Rochester City School District and Monroe Community College police training.

- d. Recruit at various athletic events and recreation centers

- e. To advertise in national publications of female and minority based organizations or venues. Also, utilize airport, bus & train terminals for advertisements.

3. To create more opportunities to recruit in areas where there is underutilization in other areas of employment.

- a. It should be noted that there are many predetermined variables that hamper the process, such as Civil Service requirements, layoffs, hiring freeze, budget restraints and location restrictions; but with the newly developed initiatives some of these obstacles will be overcome or/and eliminated.

- b. RPD has worked diligently to create opportunities to recruit in these initiatives which are proving to strengthened efforts to achieve diversity in areas that have had difficulties in attracting and increasing community participation, staffing and consistent involvement.

Step 7a: Internal Dissemination

1. Post in all of RPD's police precincts, visible to all employee in both the break rooms and bulletin boards of its availability for review.
2. Via employees e-mail - RPD personnel, both Sworn and non-Sworn Protective Service personnel, the availability of plan/program for review.
3. Post notification of information on RPD's website and internet page, indicating where available for review.
4. Post notification of information on RPD's employee's website portal.
5. Information available in hard copy in RPD's Chief Office.
6. A copy of the plan is available upon request in the City's Communication Office.

7. Information available in hard copy in department of Human Resource Management for employees to read upon request.

Step 7b: External Dissemination

1. Information posted on RPD's website to inform the public, community and other segments of the community, including vendors, where the EEOC plan is located for review.
2. Post notification of plan on City of Rochester's Website and location of copy for review.
3. Post notification of plan on City of Rochester Public Library's (website) system and location of copy for review
4. Hard copy of plan available in the department of Human Resource Management for community access and review.
5. Post notification at City of Rochester office sites to bulletin boards and break rooms

CITY OF ROCHESTER WORKFORCE UTILIZATION REPORT - FOR THE PERIOD ENDING JUNE 30, 2015

Availability Source 2010 Census Data, Rochester MSA

TOTAL CITY

EEO-1 JOB CATEGORY	Employees	MALE						FEMALE					
		Total Male	Black	White	Hispanic	A/PI	A/AN	Total Female	Black	White	Hispanic	A/PI	A/AN
Officials and Managers	70	42	13	25	3	1	0	28	9	17	1	1	0
Workforce		60.6%	1.8%	56.0%	1.1%	1.2%	0.0%	39.4%	1.8%	35.2%	1.5%	0.4%	0.0%
Availability		0	12	-14	2	0	0	0	8	-8	0	1	0
Under Utilization #		-0.6%	16.8%	-20.3%	3.1%	0.2%	0.0%	0.6%	11.1%	-10.9%	0.0%	1.0%	0.0%
Under Utilization %		170	31	131	5	3	0	176	32	127	12	4	1
Professionals	346	44.1%	2.3%	38.0%	0.9%	2.2%	0.0%	55.9%	3.2%	48.8%	1.8%	1.5%	0.1%
Workforce		17	23	0	2	-5	0	-17	21	-42	6	-1	1
Availability		5.0%	6.7%	-0.1%	0.5%	-1.3%	0.0%	-5.0%	6.0%	-12.1%	1.6%	-0.3%	0.2%
Under Utilization #		208	13	177	13	3	2	92	17	69	4	1	1
Under Utilization %		43.0%	2.8%	36.2%	1.7%	1.9%	0.3%	57.0%	5.2%	47.4%	1.8%	2.1%	0.3%
Technicians	300	79	5	68	8	-3	1	-79	1	-73	-1	-5	0
Workforce		26.3%	1.5%	22.8%	2.7%	-0.9%	0.4%	-26.3%	0.5%	-24.4%	-0.4%	-1.8%	0.0%
Availability		258	20	221	13	4	0	10	3	7	0	0	0
Under Utilization #		85.1%	12.5%	67.2%	4.0%	0.3%	0.2%	14.9%	3.0%	11.6%	0.0%	0.0%	0.2%
Under Utilization %		30	-14	41	2	3	-1	-30	-5	-24	0	0	-1
Protective Services	268	11.2%	-5.0%	15.3%	0.9%	1.2%	-0.2%	-11.2%	-1.9%	-9.0%	0.0%	0.0%	-0.2%
Workforce		838	106	606	111	12	3	90	9	65	10	4	2
Availability		85.1%	12.5%	67.2%	4.0%	0.3%	0.2%	14.9%	3.0%	11.6%	0.0%	0.0%	0.2%
Under Utilization #		48	-10	-18	74	9	1	-48	-19	-43	10	4	0
Under Utilization %		5.2%	-1.1%	-1.9%	8.0%	1.0%	0.1%	-5.2%	-2.0%	-4.6%	1.1%	0.4%	0.0%
Paraprofessionals	77	24	14	7	3	0	0	53	10	35	8	0	0
Workforce		47.6%	7.8%	34.2%	2.5%	0.0%	0.0%	52.4%	11.5%	38.7%	0.0%	0.0%	0.0%
Availability		-13	8	-19	1	0	0	13	1	5	8	0	0
Under Utilization #		-16.4%	10.4%	-25.1%	1.4%	0.0%	0.0%	16.4%	1.5%	6.8%	10.4%	0.0%	0.0%
Under Utilization %		46	10	27	8	1	0	225	67	124	31	1	2
Administrative Support	271	34.7%	2.8%	29.4%	1.3%	0.7%	0.0%	65.3%	6.1%	54.8%	2.8%	0.9%	0.1%
Workforce		-48	2	-53	4	-1	0	48	50	-25	24	-1	2
Availability		-17.7%	0.9%	-19.4%	1.6%	-0.3%	0.0%	17.7%	18.6%	-9.0%	8.7%	-0.5%	0.6%
Under Utilization #		116	25	77	11	3	0	3	1	2	0	0	0
Under Utilization %		93.3%	4.7%	82.8%	3.7%	0.4%	0.4%	6.7%	0.7%	5.3%	0.2%	0.5%	0.0%
Skilled Craft	119	5	19	-22	7	3	0	-5	0	-4	0	-1	0
Workforce		4.2%	16.3%	-18.1%	5.5%	2.1%	-0.4%	-4.2%	0.1%	-3.6%	-0.2%	-0.5%	0.0%
Availability		250	90	100	57	3	0	35	20	9	4	0	2
Under Utilization #		55.7%	6.5%	42.3%	4.6%	1.4%	0.1%	44.3%	7.1%	32.0%	3.2%	1.2%	0.1%
Under Utilization %		91	71	-21	44	-1	0	-91	0	-82	-5	-4	2
Service / Maintenance	285	32.0%	25.1%	-7.2%	15.4%	-0.4%	-0.1%	-32.0%	-0.1%	-28.8%	-1.8%	-1.2%	0.6%
Workforce		1952	322	1371	224	30	5	712	168	455	70	11	8
Availability		100.0%	16.5%	70.2%	11.5%	1.5%	0.3%	100.0%	23.6%	63.9%	9.8%	1.5%	1.1%
Under Utilization #		73.3%	12.1%	51.5%	8.4%	1.1%	0.2%	26.7%	6.3%	17.1%	2.6%	0.4%	0.3%
Under Utilization %													
TOTAL EMPLOYEES	2664												
% OF WORKFORCE - By Gender													
% OF WORKFORCE - By Total Employees													

CITY OF ROCHESTER WORKFORCE UTILIZATION REPORT - FOR THE PERIOD ENDING JUNE 30, 2015

Availability Source 2000 Census Data, Rochester MSA

POLICE

EEO-1 JOB CATEGORY	Employees	MALE						FEMALE					
		Total Male	Black	White	Hisp	A/PI	A/AN	Total Female	Black	White	Hisp	A/PI	A/AN
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0
G10		60.6%	1.8%	56.0%	1.1%	1.2%	0.0%	39.4%	1.8%	35.2%	1.5%	0.4%	0.0%
		0	0	0	0	0	0	0	0	0	0	0	0
		39.4%	-1.8%	44.0%	-1.1%	-1.2%	0.0%	-39.4%	-1.8%	-35.2%	-1.5%	-0.4%	0.0%
Professionals	17	9	0	9	0	0	0	8	1	7	0	0	0
G20		44.1%	2.3%	38.0%	0.9%	2.2%	0.0%	55.9%	3.2%	48.8%	1.8%	1.5%	0.1%
		2	0	3	0	0	0	-2	0	-1	0	0	0
		8.8%	-2.3%	14.9%	-0.9%	-2.2%	0.0%	-8.8%	2.7%	-7.6%	-1.8%	-1.5%	-0.1%
Technicians	12	2	0	2	0	0	0	10	0	9	0	0	1
G30		43.0%	2.8%	36.2%	1.7%	1.9%	0.3%	57.0%	5.2%	47.4%	1.8%	2.1%	0.3%
		-3	0	-2	0	0	0	3	-1	3	0	0	1
		-26.3%	-2.8%	-19.5%	-1.7%	-1.9%	-0.3%	26.3%	-5.2%	27.6%	-1.8%	-2.1%	8.0%
Protective Services	144	135	15	105	11	4	0	9	3	6	0	0	0
G40		85.1%	12.5%	67.2%	4.0%	0.3%	0.2%	14.9%	3.0%	11.6%	0.0%	0.0%	0.2%
		12	-3	8	5	4	0	-12	-1	-11	0	0	0
		8.7%	-2.1%	5.7%	3.7%	2.4%	-0.2%	-8.7%	-0.9%	-7.4%	0.0%	0.0%	-0.2%
Protective Services	568	488	58	355	64	8	3	80	9	56	9	4	2
G40		85.1%	12.5%	67.2%	4.0%	0.3%	0.2%	14.9%	3.0%	11.6%	0.0%	0.0%	0.2%
		5	-13	-27	41	6	2	-5	-8	-10	9	4	1
		0.8%	-2.3%	-4.7%	7.3%	1.1%	0.3%	-0.8%	-1.4%	-1.7%	1.6%	0.7%	0.2%
Paraprofessionals	11	2	0	1	1	0	0	9	1	7	1	0	0
G50		47.6%	7.8%	34.2%	2.5%	0.0%	0.0%	52.4%	11.5%	38.7%	0.0%	0.0%	0.0%
		-3	-1	-3	1	0	0	3	0	3	1	0	0
		-29.4%	-7.8%	-25.1%	6.6%	0.0%	0.0%	29.4%	-2.4%	24.9%	9.1%	0.0%	0.0%
Administrative Support	61	4	0	4	0	0	0	57	12	38	6	0	1
G60		34.7%	2.8%	29.4%	1.3%	0.7%	0.0%	65.3%	6.1%	54.8%	2.8%	0.9%	0.1%
		-17	-2	-14	-1	0	0	17	8	5	4	-1	1
		-28.1%	-2.8%	-22.8%	-1.3%	-0.7%	0.0%	28.1%	13.6%	7.5%	7.1%	-0.9%	1.5%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0
G70		93.3%	4.7%	82.8%	3.7%	0.9%	0.4%	6.7%	0.7%	5.3%	0.2%	0.5%	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%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	16	9	3	4	1	1	0	7	1	5	1	0	0
G80		55.7%	6.5%	42.3%	4.6%	1.4%	0.1%	44.3%	7.1%	32.0%	3.2%	1.2%	0.1%
		0	2	-3	0	1	0	0	0	0	0	0	0
		0.5%	12.3%	-17.3%	1.6%	4.8%	-0.1%	-0.6%	-0.8%	-0.8%	3.0%	-1.2%	-0.1%
TOTAL EMPLOYEES	830	650	76	481	77	13	3	180	27	128	17	4	4
% OF WORKFORCE - By Gender		100.0%	11.7%	74.0%	11.8%	2.0%	0.5%	100.0%	15.0%	71.1%	9.4%	2.2%	2.2%
% OF WORKFORCE - By Total Employees		78.3%	9.2%	58.0%	9.3%	1.6%	0.4%	21.7%	3.3%	15.4%	2.0%	0.5%	0.5%

POLICE DEPARTMENT

JOB CATEGORY	MALE				FEMALE						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian or Pacific Islander	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian or Pacific Islander	
Chief											
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Exec Deputy Police Chief											
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Police Chief											
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Commander											
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Captain											
Workforce #/%	11/85%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Lieutenant											
Workforce #/%	25/78%	1/3%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant											
Workforce #/%	66/71%	11/12%	8/9%	0/0%	4/4%						
Police Investigator											
Workforce #/%	54/81%	8/10%	7/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Officer											
Workforce #/%	299/61.5%	53/11%	51/10.5%	3/0.5%	9/2%	47/10%	9/2%	8/1.5%	2/0.5%	4/0.5%	

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 Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Sandra J. Simon

(Signature)

Sandra J. Simon

Affirmative Action-Equal Employment Officer – Diversity/Inclusion - ADA Officer

November 6, 2015