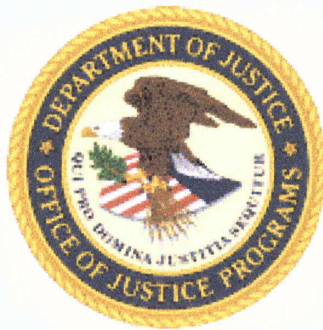


# EEOP Short Form



Thu May 20 15:37:01 EDT 2010

## Step 1: Introductory Information

**Grant Title:** 2008 COPS Technology Program **Grant Number:** 2008CKWXO222  
**Grantee Name:** City of Plant City/Plant City Police **Award Amount:** \$130,942.00  
Department  
**Grantee Type:** Local Government Agency  
**Address:** 1 Police Place  
Plant City, Florida  
33563  
**Contact Person:** Officer Signe Polk **Telephone #:** 813-757-9200  
**Contact Address:** 1 Police Place  
Plant City, Florida  
33563  
**DOJ Grant Manager:** Pete Borges **DOJ Telephone #:** 202-616-9420

---

**Grant Title:** COPS Hiring Recovery Program **Grant Number:** 2009RKWX0222  
**Grantee Name:** City of Plant City/Plant City Police **Award Amount:** \$599,559.00  
Department  
**Grantee Type:** Local Government Agency  
**Address:** 1 Police Place  
Plant City, Florida  
33563  
**Contact Person:** Officer Signe Polk **Telephone #:** 813-757-9200  
**Contact Address:** 1Police Place  
Plant City, Florida  
33563  
**DOJ Grant Manager:** Pete Borges **DOJ Telephone #:** 202-616-9420

---

**Grant Title:** FY09 Recovery Act Edward Byrne **Grant Number:** 2009-SB-B9-1010  
Memorial JAG Program - Local  
Solicitation  
**Grantee Name:** City of Plant City/Plant City Police **Award Amount:** \$123,865.00  
Department  
**Grantee Type:** Local Government Agency  
**Address:** 1 Police Place  
Plant City, Florida  
33563  
**Contact Person:** Officer Signe Polk **Telephone #:** 813-757-9200  
**Contact Address:** 1 Police Place

Plant City, Florida  
33563

**DOJ Grant Manager:** Naydine Fulton-Jones      **DOJ Telephone #:** 202-514-6661

---

**Grant Title:** FY 2009 COPS Technology Grant      **Grant Number:** 2009CKWX0206

**Grantee Name:** City of Plant City      **Award Amount:** \$300,000.00

**Grantee Type:** Local Government Agency

**Address:** 1 Police Place  
Plant City, Florida  
33563

**Contact Person:** Officer Signe Polk      **Telephone #:** 813-757-9200

**Contact Address:** 1 Police Place  
Plant City, Florida  
33563

**DOJ Grant Manager:** Pete Borges      **DOJ Telephone #:** 202-616-9420

---

**Grant Title:** FY 2009 Recovery Act Edward Byrne Memorial JAG Program - State Solicitation      **Grant Number:** 2010-ARRC-HILL-3-W7-205

**Grantee Name:** City of Plant City/Plant City Police Department      **Award Amount:** \$406,002.00

**Grantee Type:** Local Government Agency

**Address:** 1 Police Place  
Plant City, Florida  
33563

**Contact Person:** Officer Signe Polk      **Telephone #:** 813-757-9200

**Contact Address:** 1 Police Place  
Plant City, Florida  
33563

**State Granting Agency:** Office of Criminal Justice Grants      **Grant Number:** 2009-SU-B9-0021  
Florida Dept. of Law Enforcement

**Contact Name:** Linda Tretz

**Contact Address:** 2331 Phillips Road  
Tallahassee, Florida  
32308

**Telephone #:** 850-617-1264

---

**Grant Title:** FY2009 Edward Byrne Memorial      **Grant Number:** 2009-DJ-BX-0562

JAG Program

**Grantee Name:** City of Plant City/Plant City Police Department      **Award Amount:** \$30,102.00

**Grantee Type:** Local Government Agency

**Address:** 1 Police Place  
Plant City, Florida  
33563

**Contact Person:** Officer Signe Polk      **Telephone #:** 813-757-9200

**Contact Address:** 1 Police Place  
Plant City, Florida  
33563

**DOJ Grant Manager:** Latanza Wilson      **DOJ Telephone #:** 850-514-8267

---

**Policy Statement:**

EMPLOYEE HANDBOOK

2.02 EQUAL OPPORTUNITY AND NON-DISCRIMINATION

It is the policy of the City to ensure equal employment opportunity for all employees, regardless of race, religion, color, creed, national origin, sex, marital status, age or the presence of any sensory, mental or physical disability unless such disability effectively prevents the performance of the essential duties required of the position, when the disability or handicap cannot be reasonably accommodated, or cannot be accommodated without undue hardship to the City.

The goals of the policy are to ensure fair treatment in all personnel actions and to provide compliance with State and Federal equal opportunity requirements.

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

In its review of the Relevant Labor Market Utilization Analysis, the City notes significant under-utilization of White females in the categories of Officials/Administrators, Professionals, Technicians and Service/Maintenance. There is somewhat less significant under-utilization of Hispanic men in the job categories of Protective Services-Sworn, Professionals, Administrative Support and Skilled Craft. Slight under-utilization is evident for Hispanic and Black women in the job categories of Officials/Administrators, Professionals, Technicians, Protective Services-Sworn, Skilled Craft and Service Maintenance.

The City is committed to its policy of equal employment opportunity for all qualified applicants, regardless of sex, race or national origin. The City will evaluate all phases of the recruiting and hiring processes to determine whether there are opportunities to identify more qualified candidates in the under-utilization job categories. Exit interviews will also be used to identify issues affecting retention.

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

### **1. The City's objective is to identify effective recruiting and hiring initiatives to ensure equal employment opportunity for White female applicants in the job categories noted above as under-utilized.**

a. To increase the number of qualified applicants for vacancies in these categories, the City will involve female white and minority Human Resources staff in recruiting strategy and in monitoring the hiring process. The City will also expand efforts through advertisement, community events and job fairs to make potential candidates aware of position openings.

### **2. It is the objective of the City to ensure that Hispanic men experience equal employment opportunity when seeking work in job categories including Protective Services-Sworn, Professionals, Administrative Support and Skilled Craft.**

a. The City will utilize job fairs, advertisement, community events and other outreach avenues to encourage applications from Hispanic men for vacant positions in these job categories. Hispanic minority Human Resources staff will closely monitor the screening processes to ensure equal treatment.

### **3. It is an objective of the City to encourage opportunities for employment and advancement of Black and Hispanic women in the job categories of Officials/Administrators, Professionals, Technicians, Protective Services-Sworn, Skilled Craft and Service Maintenance.**

a. The City will expand efforts to attract qualified candidates through various publicity channels, community events and job fairs. Female Black and Hispanic Human Resources staff will closely monitor recruiting and employment processes to ensure equal employment practices.

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

The City's EEOP short form will be posted on the City intranet site which is available to all employees.

A copy of the document will be distributed to City managers at the regular staff meeting for discussion and review of objectives.

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

The EEOP short form will be posted on the City's public website.

Reference to the availability of the document will be noted with all public job postings.

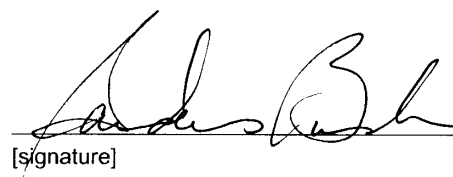
**Utilization Analysis Chart**  
**Relevant Labor Market: Hillsborough County, Florida**

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 #/%	16/70%	1/4%	2/9%	0/0%	1/4%	0/0%	0/0%	3/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,790/50%	4,435/6%	2,450/3%	150/0%	680/1%	15/0%	210/0%	22,575/30%	3,370/4%	2,485/3%	115/0%	490/1%	50/0%	190/0%
Utilization #/%	19%	-2%	5%	-0%	3%	-0%	-0%	-17%	-4%	-3%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	13/54%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	7/29%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,860/36%	4,355/5%	3,125/4%	175/0%	1,895/2%	20/0%	300/0%	35,415/40%	4,995/6%	5,115/6%	135/0%	1,445/2%	40/0%	250/0%
Utilization #/%	18%	-5%	5%	-0%	2%	-0%	-0%	-11%	-6%	-2%	-0%	-2%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	24/63%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	8/21%	2/5%	2/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,725/33%	655/6%	485/4%	40/0%	170/1%	0/0%	30/0%	4,265/37%	710/6%	1,055/9%	25/0%	165/1%	15/0%	110/1%
Utilization #/%	31%	-3%	-2%	-0%	-1%	0%	-0%	-16%	-1%	-4%	-0%	-1%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	68/81%	3/4%	7/8%	0/0%	0/0%	0/0%	0/0%	6/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,500/53%	1,025/12%	1,170/14%	35/0%	55/1%	0/0%	40/0%	905/11%	235/3%	460/5%	0/0%	35/0%	0/0%	15/0%
Utilization #/%	28%	-9%	-5%	-0%	-1%	0%	-0%	-4%	-3%	-5%	0%	-0%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	150/39%	25/7%	20/5%	0/0%	10/3%	0/0%	0/0%	115/30%	8/2%	50/13%	4/1%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	2/4%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	36/67%	4/7%	10/19%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,810/24%	7,520/5%	5,885/4%	200/0%	1,005/1%	85/0%	505/0%	65,360/44%	15,290/10%	14,440/10%	260/0%	1,495/1%	75/0%	840/1%
Utilization #/%	-20%	-5%	-0%	-0%	-1%	-0%	-0%	23%	-3%	9%	-0%	-1%	-0%	-1%

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>Skilled Craft</b>														
Workforce #/%	29/64%	6/13%	2/4%	0/0%	1/2%	0/0%	0/0%	6/13%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	27,620/62%	8,480/19%	4,085/9%	290/1%	355/1%	4/0%	430/1%	1,740/4%	690/2%	345/1%	4/0%	160/0%	0/0%	20/0%
Utilization #/%	2%	-6%	-5%	-1%	1%	-0%	-1%	9%	-2%	-1%	2%	-0%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	69/44%	39/25%	23/15%	0/0%	0/0%	0/0%	0/0%	16/10%	9/6%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,340/33%	17,490/15%	11,735/10%	315/0%	1,555/1%	40/0%	810/1%	25,340/21%	11,175/9%	9,085/8%	250/0%	1,430/1%	15/0%	635/1%
Utilization #/%	11%	10%	5%	-0%	-1%	-0%	-1%	-11%	-4%	-7%	-0%	-1%	-0%	-1%

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.

  
[signature]

*Director Human Resources*  
[title]

*May 20, 2010*  
[date]