# EEOP Utilization Report

Fri Sep 30 17:48:35 EDT 2016

## Step 1: Introductory Information

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|---|---|---|---|
| **Grant Title:** | COPS Technology 2010 | **Grant Number:** | 2010CKWX0038 |
| **Grantee Name:** | City of Buffalo Police Department | **Award Amount:** | $600,000.00 |
| **Grantee Type:** | Local Government Agency | | |
| **Address:** | 74 Franklin Street<br>Buffalo, New York<br>14202 | | |
| **Contact Person:** | Maureen Oakley | **Telephone #:** | 716-851-4475 |
| **Contact Address:** | 74 Franklin Street<br>Buffalo, New York<br>14202 | | |
| **DOJ Grant Manager:** | Jacqueline Picard | **DOJ Telephone #:** | 202-307-2889 |

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## Policy Statement:

The City of Buffalo (City) is committed to maintaining a work environment free of unlawful discrimination and harassment, and will not tolerate harassment of its employees by any supervisor, coworker, volunteer, vendor, or any other person. In accordance with applicable law, the City prohibits all forms of harassment which include any unwelcome conduct, whether verbal, physical or visual, that is based upon sex, a person's gender identity or expression, race color, national origin, ancestry, religion, creed, physical or mental disability, marital status, sexual orientation, age or any other basis protected by federal, state or local law. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment. In addition, it is the policy of the Buffalo Police Department to treat all employees fairly and to seek out and prevent discrimination to or by its employees that is based upon race, color, religion, sex or national origin.

## Step 4b: Narrative Underutilization Analysis

The Buffalo Police Department is aware that this utilization report has indicated an underrepresentation of white males under administrative support, however, this category includes Report Technicians whose job is clerical in nature, and also Crossing Guards, which is part-time and a very open, entry-level position. The majority of white males seeking employment from Buffalo Police wish to secure a full-time, police officers position.

The report also indicated an under utilization of White, Black/African American females in both the cellblock attendant (Protective Services non-sworn) and entry level police officer positions. Buffalo Police is committed to hiring a workforce that reflects the diversity of the City and continues to work with Civil Service to apply every good faith effort that is reasonably attainable within the New York State Civil Service Law, which the City of Buffalo must abide by in its hiring practices.

In addition, the City of Buffalos Police Department is under a soft court order from the US Department of Justice as to how Civil Service hires and processes entry level police under New York State Civil Service Law, thus it is continually monitoring ways to attract White and Black/African American females to become sworn members of the Buffalo Police force.

## Step 5 & 6: Objectives and Steps

1. **Creatively Recruiting Diverse Candidate for the Buffalo Police Department To Remove Barriers:**

   a. Buffalos leadership, along with faith based groups, community colleges, state and local legislators, street outreach groups, the Municipal Housing Authority, Employment and Training Center, and National Federal for Just Communities has launched the BPD21C initiative (Buffalo Police 21st Century Scholarship Program), an innovative, 1st of its kind in the nation, police pre-employment scholarship program designed to provide scholarship opportunities for city residents who want to pursue a career in law enforcement. BPD21C goal is to transform community-based policing and utilize all City resources to recruit and educate a diverse group of future police officers who reflect Buffalos demographics. Using non-traditional measures to attract and recruit minorities, women and new Americans, Buffalo Police will be able to develop an inclusive and diversified work force better representing the Citys diversity, and building stronger relationships between police and the community.

2. **Compliance with DOJ Soft Court Order**

   a. As mentioned, the City of Buffalo Police Department is under a soft court order for hiring which resulted from a previous federal court order for hiring. As a consequence, the City has developed an entry level civil service exam for Police Officers that does not have an adverse impact on any group and has been validated through the Federal Government, in addition to the Buffalo Police promotional exams. The Police Department works consistently with Civil Service to engage in various recruitment initiatives to promote awareness regarding the various employment opportunities available in the department and encourage minority and female city residents to apply for these positions (sworn and civilian).

3. **The City's Human Resources/Civil Service Office Works With Buffalo Police Training Academy To Ensure Non Discriminatory Hiring Practices**

   a. Besides looking and reviewing the content of the exam given for police officers, and to further ensure there is no discrimination in hiring police, the physical fitness requirements are weighted for parity between genders and across age ranges. The Department follows a model developed by an independent research institute, The Cooper Institute for Aerobics Research, which correlates NY States analysis of essential job functions of entry level police officers with the requisite level of fitness to adequately perform these duties. The NY State Municipal Police Training Council adopted these physical fitness screening guidelines to ensure all officers are able to meet the fitness threshold, allowing them to perform the job safely, while ensuring that this requirement is not discriminatory to older candidates, or females. As such, the requirement is weighted to allow for age/gender. Also, Police will work with Civil Service to ensure screening process poses no obstacles to employment.

4. **Buffalo Police Commanders and Recruitment Staff continually work with the Citys Human Resources/Civil Service Department to create recruitment opportunities that inspire applicants from the Citys diverse**

**population**

a. The Civil Service Division within the City of Buffalo works with Buffalo Police and Fire by appointing Ambassadors from those Departments who go to educational institutions, such as SUNY Buffalo College, Erie Community College, Genesee and Niagara Community Colleges, Canisius College, and also, the Citys junior/senior high schools to speak with students and let them know about the various civil service employment opportunities that are available. These Ambassadors also contact the various student service/work opportunity offices, minority and Immigrant student organizations to broaden the recruitment of candidates for entry level civil service police/fire positions, as well as administrative support staff. Also, posters/recruitment information is distributed at (39) community centers within Buffalo such as Bflo Urban League, Hispanics United, (6) youth recreation centers, such as Delevan-Grider Center, and Community Police assist at the (8) Boys&Girls Clubs, such as Butler-Mitchell.

## Step 7a: Internal Dissemination

Buffalo Police will disseminate its EEOP Utilization Report internally by having a copy on file in the Grants Office and Police Academy located in Police Headquarters (74 Franklin Street); the most current report will be an addendum to Buffalo Police Manual of Procedures, which all sworn members receive.

A copy will be posted as a Lotus Notes bulletin board, the Buffalo Polices in-house electronic communication for all employees and also, on the City of Buffalos intranet, a self-service electronic message system. This report will be available in Buffalos Department of Human Resources/Civil Service as part of the resources available to employees regarding equal opportunity and compliance standards.

Buffalo Police has issued a General Order, #79-15, a statement of policy that prohibits departmental members from engaging in any discriminatory acts or practices, denying equal employment opportunities to other department members. General Orders are available within each district station

## Step 7b: External Dissemination

Buffalo Police will post the Utilization Report on its website (www.bpdny.org) and it will also be listed on the homepage banner of the Citys public website (www.city-buffalo.com), along with the Citys Report; both will clearly be identified as such. Also, on the Police Website, the public will be directed to contact the following if there are questions:
Police Headquarters 74 Franklin Street, Buffalo, NY (716) 851-4475
Office of the Mayors Chief Diversity Officer, City Hall, Rm 203, (716) 851-4920
Commission on Citizen Rights & Community Relations City Hall, Rm 1316-C (716), 851-8000
Office of the New Americans City Hall, Rm 1125, (716) 851-4315

Applicants/Vendors/Contractors will be notified as part of the regular City Civil Service hiring process and the Division of Purchase procurement process that the City has an EEO Utilization Report that is available for review, upon request.

Community Police efforts will be included for advising the public of law enforcement opportunities

## Utilization Analysis Chart

***Relevant Labor Market: Erie County, New York***

| 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 | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| **Officials/Administrators** | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 27,340/54 % | 360/1% | 1,175/2% | 145/0% | 535/1% | 0/0% | 170/0% | 135/0% | 18,640/37 % | 500/1% | 1,320/3% | 70/0% | 355/1% | 0/0% | 195/0% | 4/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| **Professionals** | | | | | | | | | | | | | | | | |
| Workforce #/% | 3/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 33,135/37 % | 740/1% | 2,335/3% | 130/0% | 2,300/3% | 0/0% | 310/0% | 115/0% | 44,250/49 % | 950/1% | 3,560/4% | 125/0% | 1,695/2% | 0/0% | 180/0% | 125/0% |
| Utilization #/% | 13% | -1% | -3% | -0% | -3% | 0% | -0% | -0% | 1% | -1% | -4% | -0% | -2% | 0% | -0% | -0% |
| **Technicians** | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/27% | 0/0% | 3/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/7% | 3/20% | 4/27% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,725/34 % | 145/1% | 350/3% | 4/0% | 165/1% | 0/0% | 4/0% | 0/0% | 6,900/50 % | 105/1% | 1,120/8% | 60/0% | 225/2% | 0/0% | 39/0% | 0/0% |
| Utilization #/% | -7% | -1% | 17% | -0% | -1% | 0% | -0% | 0% | -43% | 19% | 19% | -0% | -2% | 0% | -0% | 0% |
| **Protective Services: Sworn-Officials** | | | | | | | | | | | | | | | | |
| Workforce #/% | 159/67% | 10/4% | 27/11% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 28/12% | 4/2% | 11/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 6,070/71 % | 255/3% | 540/6% | 65/1% | 15/0% | 0/0% | 60/1% | 4/0% | 1,090/13 % | 55/1% | 365/4% | 15/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -5% | 1% | 5% | -1% | -0% | 0% | -1% | -0% | -1% | 1% | 0% | -0% | 0% | 0% | 0% | 0% |
| **Protective Services: Sworn-Patrol Officers** | | | | | | | | | | | | | | | | |
| Workforce #/% | 231/51% | 31/7% | 85/19% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 69/15% | 6/1% | 27/6% | 0/0% | 1/0% | 0/0% | 0/0% | 3/1% |
| Civilian Labor Force #/% | 21,355/40 % | 1,030/2% | 3,185/6% | 155/0% | 420/1% | 0/0% | 265/0% | 15/0% | 19,860/37 % | 1,125/2% | 4,650/9% | 185/0% | 525/1% | 45/0% | 199/0% | 70/0% |
| Utilization #/% | 11% | 5% | 13% | -0% | -1% | 0% | -0% | -0% | -22% | -1% | -3% | -0% | -1% | -0% | -0% | 1% |
| **Protective Services: Non-sworn** | | | | | | | | | | | | | | | | |

| 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 | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Workforce #/% | 17/42% | 2/5% | 7/18% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/10% | 1/2% | 9/22% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 250/27% | 0/0% | 30/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 540/59% | 0/0% | 90/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 15% | 5% | 14% | 0% | 0% | 0% | 0% | 0% | -49% | 2% | 13% | 0% | 0% | 0% | 0% | 0% |
| **Administrative Support** | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/8% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 70/59% | 7/6% | 28/24% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 41,420/31% | 1,240/1% | 3,510/3% | 90/0% | 1,115/1% | 10/0% | 385/0% | 100/0% | 73,820/55% | 2,290/2% | 7,600/6% | 310/0% | 985/1% | 10/0% | 425/0% | 260/0% |
| Utilization #/% | -23% | -0% | -3% | 1% | -1% | -0% | -0% | -0% | 4% | 4% | 18% | 1% | -1% | -0% | -0% | -0% |
| **Skilled Craft** | | | | | | | | | | | | | | | | |
| Workforce #/% | 7/78% | 0/0% | 2/22% | 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 #/% | 28,725/86% | 920/3% | 1,495/4% | 195/1% | 45/0% | 0/0% | 190/1% | 70/0% | 1,500/5% | 40/0% | 115/0% | 0/0% | 0/0% | 0/0% | 15/0% | 0/0% |
| Utilization #/% | -8% | -3% | 18% | -1% | -0% | 0% | -1% | -0% | -5% | -0% | -0% | 0% | 0% | 0% | -0% | 0% |
| **Service/Maintenance** | | | | | | | | | | | | | | | | |
| Workforce #/% | 6/5% | 2/2% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 76/61% | 3/2% | 35/28% | 0/0% | 0/0% | 0/0% | 0/0% | 1/1% |
| CLS #/% | 53,720/46% | 3,015/3% | 7,665/7% | 400/0% | 1,280/1% | 0/0% | 655/1% | 195/0% | 38,155/32% | 2,245/2% | 8,625/7% | 195/0% | 980/1% | 0/0% | 320/0% | 155/0% |
| Utilization #/% | -41% | -1% | -5% | -0% | -1% | 0% | -1% | -0% | 28% | 0% | 21% | -0% | -1% | 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 | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| **Protective Services: Sworn-Patrol Officers** | | | | | | | | | ✓ | | ✓ | | | | | |
| **Protective Services: Non-sworn** | | | | | | | | | ✓ | | | | | | | |
| **Administrative Support** | ✓ | | | | | | | | | | | | | | | |
| **Service/Maintenance** | ✓ | | ✓ | | | | | | | | | | | | | |

## 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 | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| **Inspector** | | | | | | | | | | | | | | | | |
| Workforce #/% | 7/88% | 0/0% | 1/12% | 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% |
| **Captain** | | | | | | | | | | | | | | | | |
| Workforce #/% | 19/86% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/5% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| **Lieutenant** | | | | | | | | | | | | | | | | |
| Workforce #/% | 68/69% | 2/2% | 15/15% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 8/8% | 1/1% | 5/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| **Detective Sergeant** | | | | | | | | | | | | | | | | |
| Workforce #/% | 8/67% | 0/0% | 3/25% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| **Detective** | | | | | | | | | | | | | | | | |
| Workforce #/% | 57/58% | 8/8% | 7/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 18/18% | 3/3% | 5/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| **Protective Services: Sworn-Patrol Officers** | | | | | | | | | | | | | | | | |
| Workforce #/% | 231/51% | 31/7% | 85/19% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 69/15% | 6/1% | 27/6% | 0/0% | 1/0% | 0/0% | 0/0% | 3/1% |

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 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.

Certified As Final By: Daniel Derenda Commissioner of Buffalo Police Dept 09-29-2016

[signature] [title] [date]