

EEO Utilization Report

Organization Information

Name: City Of Punta Gorda

City: Punta Gorda

State: FL

Zip: 33950

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

It is the policy of the City of Punta Gorda to recognize and fulfill its commitment to the community in the area of Equal Employment Opportunity through an affirmative action plan that will increase both the quantity of minorities and females employed; and the level of responsibility of jobs held by minorities and females employed within the City government. The City will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, or national origin. Those charged with the daily administration of this policy will be responsible for guarding against under-utilization of minorities and females within the organization and will work toward the eventual goal of full representation of minorities and females at all levels in the organization.

Step 4b: Narrative of Interpretation

The City of Punta Gorda's Police Department is quite small numerically as compared to the Charlotte County Sheriff's Office. Consequently, any type of deviation of even one employee in a particular classification has significant bearing on the City's statistics and the follow-on analysis. The two areas where the Police department could push for improvement is in the non-Sworn categories, specifically Dispatch and clerical support. As might be anticipated, females seem to gravitate to such roles, but the City can do better. Another mitigating factor is that turn-over in those areas is rather low.

The City has made tremendous progress in recruiting and selecting sworn officers who are minorities or female. There will continue to be a truly concerted effort to ensure that this trend continues.

Step 5: Objectives and Steps

1. There will be a concerted effort to recruit males to serve as dispatchers.

a. The City will continue to carefully review applications and employment testing results to find those males who are well-suited to be dispatchers.

2. The City will continue to place emphasis on recruiting minorities and females into sworn officer positions.

a. The City will continue to carefully review applications and employment testing results to find those minorities and females who are well-suited to be sworn officers.

b. As circumstances may warrant, the City will enroll non-sworn employees who are minorities or female in the Police Academy.

Step 6: Internal Dissemination

1. The City will post the EEOP Report on the recipient's intranet, an in-house, electronic communication service that only employees can access.
2. The City will place a copy of the Report in the recipient's policies and procedures manual.
3. The City will post information on bulletin boards in employee break areas about how to obtain a copy.
4. The City will distribute a copy of the EEOP Report to all of a recipient's supervisors, department heads, or elected officials.
5. The City will send electronic and hard copy memoranda to every employee stating that a copy is available on request in the recipient's human resources office.

Step 7: External Dissemination

1. The City will notify applicants, vendors and contractors in writing that the grant recipient has developed an EEOP Report and that it is available on request for review.
2. The City will post a copy of the Report on the grant recipient's public website.
3. The City will make copies of the Report, as may be requested, available in the reading rooms of local public libraries.
4. The City will make copies of the Report available at the Academies with which City representatives come in contact.

Utilization Analysis Chart
Relevant Labor Market: Charlotte 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	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 #/%	2,740/54 %	135/3%	90/2%	75/1%	15/0%	0/0%	10/0%	0/0%	1,945/38 %	35/1%	50/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%																
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,995/29 %	275/4%	125/2%	10/0%	190/3%	0/0%	10/0%	10/0%	3,655/53 %	100/1%	290/4%	10/0%	175/3%	0/0%	15/0%	10/0%
Utilization #/%																
Technicians																
Workforce #/%	1/100%	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%
CLS #/%	545/26%	4/0%	0/0%	0/0%	15/1%	0/0%	15/1%	25/1%	1,255/60 %	25/1%	155/7%	0/0%	0/0%	0/0%	45/2%	0/0%
Utilization #/%	74%	-0%	0%	0%	-1%	0%	-1%	-1%	-60%	-1%	-7%	0%	0%	0%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	11/69%	2/12%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,070/74 %	10/1%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	265/18%	0/0%	60/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	12%	-2%	0%	12%	0%	0%	0%	-12%	0%	-4%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	15/62%	2/8%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,470/53 %	250/5%	130/3%	10/0%	65/1%	0/0%	44/1%	0/0%	1,325/28 %	140/3%	235/5%	0/0%	10/0%	0/0%	15/0%	0/0%
Utilization #/%	10%	3%	6%	-0%	3%	0%	-1%	0%	-12%	-3%	-5%	0%	-0%	0%	-0%	0%
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 #/%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	0%	0%	0%	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,195/31%	300/2%	160/1%	4/0%	40/0%	0/0%	39/0%	125/1%	9,635/57%	665/4%	375/2%	0/0%	120/1%	10/0%	115/1%	40/0%
Utilization #/%	-31%	-2%	-1%	-0%	-0%	0%	-0%	-1%	43%	-4%	-2%	0%	-1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,350/88%	250/5%	55/1%	4/0%	60/1%	0/0%	4/0%	0/0%	195/4%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,710/39%	1,225/8%	560/4%	40/0%	55/0%	0/0%	105/1%	0/0%	5,145/35%	615/4%	795/5%	50/0%	155/1%	0/0%	35/0%	15/0%
Utilization #/%																

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
POLICE CHIEF																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CAPTAIN																
Workforce #/%	1/50%	1/50%	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%
LIEUTENANT																
Workforce #/%	6/86%	1/14%	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%
CORPORAL																
Workforce #/%	4/67%	0/0%	0/0%	0/33%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	15/62%	2/8%	2/8%	0/4%	1/4%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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 EEO Utilization Report.

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

[signature]

[title]

[date]