

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: _____		
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due December 13, 2019		
<input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 30, 2020		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2020		
<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2020		
Prepared by: Monica Brooker	Executive Director	646-610-5097
_____ Name	_____ Title	_____ Telephone No.
Date Submitted: _____		
<b><u>FOR DCAS USE ONLY</u></b>		
Date Received: _____		

### INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): TBD 2020  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): The agency will continue to recognize employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2020.

\* Please describe D&EEO Awards and/or Appreciation Events below:

Women's Institute  
EEO Liaison Network Conference

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): ongoing  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  
 Yes, On (Date): 01/17/2020  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other \_\_\_\_\_

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <input type="checkbox"/> Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Enhancing internal and external applicant pools to address the underutilization.		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Using the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment efforts.		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent.</p> <p>Job analysis and skills audit.</p> <p>Conduct workforce planning and forecasting.</p>		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<b>Blacks-Police Job Group</b> <b>Blacks-Craft Job Group</b> <b>Blacks-Health Professionals Job Group</b> <b>Blacks- Social Worker Job Group</b>	<b>Asians-Technicians Job Group</b> <b>Asians-Health Professionals Job Group</b>	<b>Females-Craft Job Group</b> <b>Females-Health Professionals Job Group</b> <b>Females-Social Workers Job Group</b> <b>Females-Laborers Job Group</b> <b>Females-Teachers Job Group</b>			

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
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<p>In FY 2019, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups: Engagement /Job Satisfaction/ Employee Morale Survey(s) Recruit Resignation Survey</p>		<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>The agency will adopt in FY 2020 the following initiatives based on the analysis of the results of the survey(s): 1. The agency developed an onboarding survey for civilians which is beginning to be utilized to assess the process to enhance efficiency and satisfaction. 2. Convening of workplace focus groups – focused on job groups with high attrition rates (e.g., PCTs, School Safety Agents, and Traffic Enforcement Agents) to inform 2019-2020 Police Officer Recruit Campaign.</p>		<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

**On November 14, 2019 the Office of Equity & Inclusion held an EEO Liaison Network training at One Police Plaza for new liaisons. Liaisons received training on EEO Matters and on where they can seek support when needed.**  
**In November, Agency Attorney Tyear Middleton and Dr. Monica Brooker of Equal Employment Opportunity Division, Office of Equity and Inclusion presented at the Citywide EEO Best Practices meeting held at One Police Plaza covering general EEO topics and the Liaison Network.**

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs). Continue or plan to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Personnel Bureau to identify best practices for establishing a brand of inclusive customer service  Development and utilization of a customer satisfaction survey.		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Beauty Against Cancer	<ul style="list-style-type: none"> <li>In October 2019 the NYPD, celebrated cancer survivors from all ranks of the NYPD, as well as from other First Responders, members of the community &amp; their families. Professionals held workshops focused on wellness, nutrition and inner &amp; outer beauty. A hair donation table was available on site. The NYPD honors the courage of those who battled cancer and those who have survived, their Strength inspires us all.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hispanic Heritage Celebration	<ul style="list-style-type: none"> <li>In October 2019 the NYPD held its annual Hispanic Heritage Celebration. The NYPD celebrated Hispanic and Latino heritage reflecting the diversity of the Police Department, through food music and dance. Appreciation awards were also awarded to members of service and members of the community.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Meet the Chaplains	<ul style="list-style-type: none"> <li>In October 2019 the NYPD released a video department-wide introducing the Chaplains Unit. The Chaplains Unit has served the NYPD and its members of service for over 100 years. The Chaplains is the heart, minds, and soul of the department. They are confidential and non-judgmental. Regardless of religious preference the Chaplains will listen treat all members of service.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
NYPD Community Center	<ul style="list-style-type: none"> <li>In October, the NYPD opened its first ever community center at 127 Pennsylvania Ave. Brooklyn, NY 11207 in East New York. NYPD officers will help provide support and services to youth in the community. The Community Center gives kids and students a safe place to go after school to find something that may interest them.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Interfaith Harmony Event</p>	<ul style="list-style-type: none"> <li>On November 6, 2019 the NYPD held an Interfaith Harmony Event to promote tolerance and unity. Members of Service from various NYPD fraternal organizations and religious backgrounds came together to celebrate the religious diversity of the department. These organizations involved worked on how to support each other with their educational seminars, recruitment drives within the community so people will know the services NYPD has to offer, and what are their rights and how to get involved.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>18<sup>th</sup> Annual Domestic Violence Conference</p>	<ul style="list-style-type: none"> <li>In November 2019, the NYPD held its 18<sup>th</sup> Annual Domestic Violence Conference. The conference looked to not only raise awareness on domestic violence but to also educate on domestic violence. Participants were educated on new information and new technology to help their improve domestic violence programs.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Hance Foundation Toy Drive Hanc Foundation is a foundation started by Warren Hance in the summer of 2009 after his three girls – Emma, Alyson and Katie were killed in a car accident on the Taconic Parkway.</p>	<ul style="list-style-type: none"> <li>In December 2019, the NYPD hosted a Toy Drive in support of the Hance Foundation. This was the foundation 11<sup>th</sup> annual toy drive. Toys were collected from Thanksgiving till Christmas Eve to make sure no kid is forgotten on Christmas.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>St. Mary’s Children Hospital</p>	<ul style="list-style-type: none"> <li>In December 2019, the NYPD’s Brooklyn North Warrant Squad held its Seventh Annual St. Mary’s Hospital for Children Holiday Party. Santa brought his friends Spider-man, Wonder Woman, Peppa Pig and Mr. Met joined the holiday fun. The NYPD’s Highway, Transit K-9, Mounted, Aviation and Emergency Services Unit were joined by McGruff the Crime Dog and other surprise guests to help spread holiday cheer to the children.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



<p>Women's Conference</p>	<ul style="list-style-type: none"> <li>This event brings together female employees (those who identify as female) throughout the organization for a day-long conference that includes keynote speakers focused on women's issues in law enforcement and beyond. Approximately 800 women of all ranks attend each day of the conference. It is planned for 3/5/20 and 3/6/20.</li> </ul>	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Civilian Working Group</p>	<ul style="list-style-type: none"> <li>This newly established working group gathers information about the experiences of civilian employees across the organization. Issues are prioritized to align with the larger strategic plan of the Department and then advocated through this group.</li> </ul>	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Women's Institute</p>	<ul style="list-style-type: none"> <li>The end-of-year meeting was convened to review the accomplishment of 2019 and to set the priorities for the 2020 Women's Institute agenda.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**V. RECRUITMENT**

List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review personnel policies, procedures, and practices related to targeted outreach and recruitment.	Personnel Bureau also provides coaching, mentoring, and cross training programs through Career Enhancement Unit.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	Advertising on social media, targeted internet banners and advertisements in diverse periodicals and on diverse job posting sites. Posting on LINKEDIN Diversity Groups, such as Professionals with Disabilities, Disabled American Veterans, NY LGBT Professional Network, Hispanic & Latino Professionals, and Black Professionals.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Develop user-friendly accessible website, mobile application and social media presence related to careers.	Streamline links to application information.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	2	W: 1 O: 1 B: A:	M _1_ F _1_ N-B ___ O ___ U ___
2. Public Service Corps	2	W: 2 O: B: A:	M _1_ F _1_ N-B ___ O ___ U ___
3. Summer College Interns	100	W: 19 O: 17 B: 59 A: 5	M _45_ F _55_ N-B ___ O ___ U ___
4. Summer Graduate Interns	25	W: 7 O: 4 B: 11 A: 3	M _5_ F _20_ N-B ___ O ___ U ___
5. Other (specify): College Aides	50	W: 5 O: 14 B: 25 A: 6	M _12_ F _38_ N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

*Additional Comments:*

The agency converted a total of 50 Summer College and Graduate Interns to College Aides in September 2019.

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

Currently, there are 38 [number] 55-a participants.

During this Quarter, a total of 0 [number] new applications for the program were received.

During this Quarter 0 participants left the program due to [state reasons] became a permanent Auto-Mechanic.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

- e-mail  Yes  No
- training sessions  Yes  No
- agency website  Yes  No
- agency newsletter  Yes  No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No

3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	Promote employee awareness of opportunities for promotion and transfer within the agency via agency email and agency intranet portal.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	Facilitate the use of training to improve skills and access to career opportunities of all employees in its Leadership Program and via referrals to DCAS.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;	Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>In collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers. Use a diverse panel of interviewers to conduct the interview. Have the EEO Officer review the interview questions. Have the EEO Officer sit in on interviews, where possible.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>The agency will use the DCAS Layoff procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons in FY 2020.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>Other Selection Strategies and Initiatives:</b></p>		<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

**VII. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**VIII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews is required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:* \_\_ Continued recruitment efforts to address inclusivity and equity in specific job groups, particularly those identified in the DCAS Underutilization Report.

- *Risk 2: Cultural and Language Differences in the Workplace:* Development of workplace culture assessment. Mediation Program facilitated by O.A.T.H. Revision of OEI/ EEO Conferral process for command-level leadership.

*Risk 3: Workplaces with Significant Power Disparities:* Dissemination of sexual harassment and EEO guidelines. Fair and Impartial Policing Seminar for uniformed personnel.

*Risk 4: Isolated Workplaces:* Increased access to technology/smartphones – proposal forthcoming .

*Risk 5: Decentralized Workplaces:* Increased access to technology/smartphones– proposal forthcoming.



**E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

**F. LOCAL LAW 101: CLIMATE SURVEY**

**Provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey: Initiatives are unknown at the time of this report, as results of the survey have not been disseminated to this agency.*

## **X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.