

# **Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan**

**Fiscal Year 2025**

**NYPD**



# **NYPD**

**New York City Police Department**

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## **I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).**

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

As the Police Commissioner of the NYPD, I firmly believe in fostering a department that reflects the vibrant diversity of New York City. This commitment extends to ensuring a workplace free from discrimination and one that embraces the values of equity, inclusion, and respect for all.

Our Commitment:

**Equal Employment Opportunity:** We uphold the rights and protections afforded by the New York City EEO Policy, City and State Human Rights Laws, and all relevant regulations. This applies to all employees, applicants, contractors, and the public we serve.

**Diversity and Inclusion:** We are dedicated to building a diverse workforce and fostering a culture of openness, collaboration, and mutual respect. We actively work to eliminate any structural barriers that may hinder equal treatment in our recruitment, promotion, and development processes.

**Leadership Accountability:** Our executive team shares this vision and actively contributes to promoting DEI-EEO values. All managers and supervisors are responsible for ensuring a safe, equitable, and inclusive environment for employees and delivering fair and impartial service to the public.

**Transparency and Compliance:** We hold ourselves accountable for preventing discrimination in all aspects of employment. We diligently adhere to EEO mandates and work towards achieving our DEI-EEO goals. All staff will receive ongoing training on the City's EEO Policy and the implementation of this plan.

**Dedicated Resources:** Jordan Farnham, Executive Director, Office of Equal Employment Opportunity (OEEEO) and Agency Deputy EEO Officer, serves as a central resource for managers and supervisors. She provides guidance and best practices for addressing EEO concerns. Her contact information is readily accessible to all employees.

**Ongoing Communication:** We are committed to continuously communicating the importance of DEI-EEO throughout the year. This statement will be shared with all employees, reaffirming our dedication to these values and our ongoing pursuit of equity.

Together, we can build a stronger, more inclusive NYPD that serves all New Yorkers with fairness and respect.

☐ This statement is the same as last year.

**NOTE:** If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Women's Institute – 101 Members of Service (MOS) in 2023-2024
2. ASL Certification Preparatory Course - 15 Uniformed Members of Service (UMOS)
3. Path to Mentorship – 100 Members of Service (MOS) in 2023-2024
4. M/WBE Procurement Institute – 3 Workshops conducted (4/30, 5/21 and 6/13).
5. EEO Liaison Conference – 403 EEO Liaisons in commands citywide.
6. Improved Investigative Process: EEO Investigations are closed within 60 days.
7. Improved Reasonable Accommodation process: Reasonable Accommodations are processed within 15 days.
8. Women in Highway Interest Workshop – 7 female UMOS successfully applied and were meritoriously transferred to Highway Patrol.
9. Civilian Advancement Workshop – Invited over 150 Members of Service to a workshop focused on advancing civilian education, training, and career opportunities.
10. Emergency Services Unit (ESU) Boot Camp – 100 UMOS from marginalized communities invited to Emergency Services Unit recruitment workshop.
10. Continued several Department-wide working groups focused on:
  - LGBTQIA+ initiatives
  - Pay parity
  - Civilian advancement
  - Civilian Recognition
  - Customer service

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 49,484

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
  - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
  - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
  - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The NYPD has reviewed its current pay structures, including payroll data, to determine if any employees are being paid outside of the collective bargaining agreements for their respective titles. The NYPD maintains a salary roster and it is updated regularly when collective bargaining increases are implemented. All employees are paid at the appropriate salary. No instances of employees being paid salaries that are inconsistent with those collectively bargained for their titles were identified. Additionally, the NYPD's Deputy Commissioner, Labor Relations, has not received any grievances in regard.

The NYPD reviewed the agency's staff for designations of Deputy Director (29 managers), Director (43 managers), Executive Director (22 managers), Assistant Commissioner (14 managers), and Assistant Deputy Commissioner (7 managers).

As a practice, the Civilian Advancement Board reviews the average salary when reviewing requests for promotions and upgrades into these executive levels. For the pay parity group, we reviewed and concluded there were no disparities based on gender and ethnicity. We will continue to review these requests to ensure fairness and equity.

In order to address underutilization of women and minorities in the NYPD, Deputy Commissioner, Equity and Inclusion (DCEI) has launched the Equity Plan initiative. This assessment program is designed to implement equity management tools that support DCEI's mission, enhance the NYPD's commitment to diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO), and establish a transparent system for expanding DEI and EEO strategies within the NYPD. The central premise underlying the Equity Plan initiative is that absent discrimination, over time, an agency's workforce, generally, will reflect the gender, racial, and ethnic profile of the labor pools from which the agency recruits and selects. The Equity Plan initiative contains a diagnostic component that includes several quantitative analyses designed to evaluate the composition of the workforce of the bureaus and compare it to the composition of the Department's labor force. If women and minorities are not being employed, transferred, and/or assigned at a rate to be expected, given their availability in the relevant labor force, DCEI's Equity Plan includes specific practical steps designed to address this underutilization.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 771 Unknown Gender            Unknown Both 2



**[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]**

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

**[Select the options that apply to your agency.]**

**Agency Head**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other \_\_\_\_\_

**Human Resources**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**General Counsel**

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other (\_\_\_\_specify)**

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## **IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025**

**[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]**

### **A. WORKFORCE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

**[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]**

DCEI is committed to fostering a thriving work environment. We achieve this by:

- **Collaborating across NYPD Bureaus:** We partner with other NYPD Bureaus to develop comprehensive strategies for employee development, engagement, and career advancement opportunities.
- **Promoting Equity and Inclusion:** We actively raise awareness of best practices in organizational fairness and inclusivity through Department-wide outreach initiatives.
- **Empowering Employee Voices:** We encourage employees to actively participate in shaping departmental practices. This includes areas like police reform and identifying organizational barriers faced by underrepresented communities such as racial minorities, women, and LGBTQIA+ individuals.
- **Investing in Professional Growth:** We work closely with internal stakeholders throughout the employee lifecycle to ensure ongoing professional development opportunities for all staff.
- **Open Dialogue with Fraternal Organizations/ERGs:** We actively work with Fraternal Organizations to address employee concerns and create a more inclusive work environment.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

**Planned Programs, Initiatives, Actions aimed at Workforce:**

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

The NYPD will use the dashboard provided by DCAS to identify the job groups where underutilization occurred. The quarterly reports give us an opportunity to see if current recruitment strategies are effectively addressing underutilized areas. Females are being underutilized in several job categories, specifically Craft, Health Professionals, Laborers, and Social Workers. Black employees are being underutilized in several job categories as well, explicitly in Craft, Health Professionals, Social Workers, and Police roles. Asian employees are identified as being underutilized in the Health Professionals job category. Conversely, Hispanic employees are not being underutilized in any job category. DCEI, through its Employee Resource Group (ERG) liaison, will leverage its relationships with



ERGs to encourage their membership and their community to apply for open positions with the NYPD. This strategy combined is with the Personnel Bureau using the underutilized data to inform recruitment efforts. The NYPD will review its policies and practices related to targeted outreach and recruitment and then re-align to address underutilization. DCEI will work with the Chief of Department Office to target bureaus with high underutilization and provide recommendations to increase representation in bureaus. These recommendations include:

- reviewing criteria for entrance to identify any disqualifiers with impact, tracking growth by unit
- hosting bi-annual open house days
- hosting one on one meetings with members of ERGs/Fraternal Organizations.
- providing additional support or training to create a pipeline of interest for MOS in their first five years of service.

**DCEI Equity Plan Initiative:** is an initiative developed by DCEI to implement equity management tools. These tools are designed to chart and further DCEI's mission to advance the NYPD's commitment and accountability related to DEI and EEO. Using a research-driven approach, the initiative aims to achieve workforce parity by ensuring that the ethnic and gender composition of the NYPD, especially in leadership and specialized units, reflects both New York City's demographics and the diversity within the NYPD itself. This dual focus promotes external community representation and internal advancement opportunities across all departmental levels.

**ASL Certification program:** DCEI hosts a First in the Nation - First of its Kind program designed to help us better serve the deaf and hard of hearing community. We're offering an American Sign Language (ASL) certification preparatory course to qualified personnel already fluent in ASL. This course will equip participants with the skills and knowledge needed to pass the National Interpreter Certification (NIC) exams. These exams are administered by the Center for the Assessment of Sign Language Interpreting (CASLI) and the Registry for the Deaf, Inc. By investing in our staff, we'll gain faster access to a pool of certified ASL interpreters. This will ensure we meet the Americans with Disabilities Act (ADA) requirements and significantly improve our ability to communicate effectively with deaf and hard of hearing individuals.

**[Note:** Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

## **B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

The NYPD is committed to creating a workplace that reflects the communities we serve.

- **EEO Education:** We proactively promote equal employment opportunity (EEO) through regular department-wide bulletins on specific EEO and diversity & inclusion topics.
- **Attracting & Retaining Talent:** We use data-driven insights from recruitment, employee opportunities, and complaint management to enhance recruitment strategies and foster a positive work environment that retains top talent.
- **Best Practices & Continuous Improvement:** We conduct regular needs assessments to identify areas for improvement and make recommendations to leadership on best practices related to EEO, diversity & inclusion, and program delivery.
- **Accessibility & Accommodation:** We are committed to providing reasonable accommodations for employees and offer dedicated meditation spaces for mindfulness, prayer, and stress management.
- **Empowering Women in Law Enforcement:** We actively support the continued growth of the Women's Institute, providing opportunities for professional development and leadership advancement.
- **Compliance:** Ensure compliance with Local, State, and Federal EEO-related laws and policies by providing regular training to all employees to raise awareness and updates of EEO laws and policies. Regularly conduct self-assessments to identify potential areas of non-compliance and analyze workforce data to identify any disparities or trends.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

#### **Planned Programs, Initiatives, Actions aimed at Workplace:**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

**Women's Institute:** A nine-month program that allows female MOS to build deeper Networks, confidence, gain exposure to leadership, and increase transparency around available positions and the qualifications needed to join specialized units.

**Path to Mentorship program:** pairs employees from different backgrounds and experiences to foster cross-cultural understanding and support.

**EEOD Training and Awareness Unit** will continue to provide training on various Diversity, Equity, and Inclusion topics to all members of the service. The training unit will

also be responsible for keeping EEO liaisons informed of current Equity and Inclusion laws and policies.

[Please select below the options that apply to your agency.]

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).  
List below the names of existing ERGs:

1. Advancement of Civilian Employees Society
2. African Law Enforcement Organization
3. American Legion NYC Post 460
4. Anchor Club
5. Asian Jade Society
6. Bangladeshi American Police Association
7. Columbia Association
8. Desi Society
9. Emerald Society
10. Gay Officers Action League
11. Guardians Association
12. Guyanese American Law Enforcement Association
13. Haitian American Law Enforcement Fraternal Organization
14. Hispanic Society
15. Holy Name Society Brooklyn/Queens
16. Holy Name Society Manhattan/Bronx/Staten Island
17. Honor Legion
18. Illyrian Society of Law Enforcement Organization
19. Indian Officers Society
20. International Police Association
21. Jamaican American Law Enforcement Organization
22. Korean American Officers Association
23. Middle East Turkic Society
24. Muslim Officers Society
25. NY Dominican Officers Organization
26. Pakistani American Law Enforcement Society
27. Police Officers for Christ
28. Police Self Support Group
29. Police Square Club
30. Policewoman's Endowment Association
31. Pulaski Association
32. Regina Coeli Society
33. Russian American Officers Association

- 34. Saint George Society
- 35. Saint Paul's Society
- 36. Shomrim Society
- 37. Sikh Officers Association
- 38. Steuben Association
- 39. Traffic Squad Benevolent Association
- 40. Viking Association

- ☐ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

#### **C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.**

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

Building Safer Communities Together:

The NYPD's Community Affairs Bureau (CAB) prioritizes this through:

**Proactive Crime Prevention:** CAB empowers NYC residents to prevent crime through information sharing initiatives.

**Stronger Neighborhoods:** CAB fosters positive relationships throughout the boroughs by hosting year-round community events and toy giveaways.

**Investing in Our Youth:** NYC Summer Youth Employment Program (SYEP) equips young people (ages 14-24) with valuable career development opportunities.

**Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:**

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

**The NYPD's Path to Mentorship program** is a nine-month initiative designed to accelerate program member's success. Whether member is new to the NYPD or seeking to climb the ranks, this program offers invaluable support:

- **Early Career Launchpad:** Member's gain valuable insights and guidance to navigate their early years in the NYPD and maximize their potential.
- **Advancement Accelerator:** Connect with experienced NYPD leaders who will share their expertise, network, and career guidance to fuel member's professional growth.
- **Investing in Diversity:** High-potential employees from underrepresented groups, will be paired with a dedicated mentor who champions their personal and professional goals.

**Equity Advisory Board (EAB):** The EAB includes law enforcement agencies and academia from across the United States and Canada. By working together, the Advisory Board helps advance a shared vision of safety and equality in every community, ultimately fostering trust in law enforcement and improving police practices.

**Minority- and/or Women-owned Business Enterprise (MWBE) Initiative** – DCEI's MWBE Supplier Diversity Unit will partner with Deputy Commissioner, Management & Budget (DCMB) to increase supplier and vendor diversity of the NYPD. This unit will attend conferences associated with MWBE to encourage these businesses to seek NYPD contracts. The MWBE liaison will also guide minority and women owned, businesses on how to get MWBE certification and how to become a New York City Certified vendor in order to do business with the City and the NYPD. DCEI will host MWBE Institute trainings to promote economic equality and inclusion, stimulate economic development, and ensure fair and equitable practices in the NYPD's procurement process.

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☒ Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

The NYPD has developed a strategic and productive recruitment “Plan of Action” which promotes and brands the NYPD as a premier choice of employment. Diverse police departments are crucial in effectively providing a high level of law enforcement service to the community. Promoting the NYPD as a premier choice to attract a wide array of candidates is a top priority of the Recruitment Section. In our continued commitment toward recruiting quality candidates that will showcase and support the NYPD’s diversity efforts, the following are some of our initiatives:

- **Staffing:** As of July 31, 2024, the Recruitment Section has one (1) Lieutenant, two (2) Sergeants, four (4) full duty Police Officers/Detectives, one (1) restricted/limited UMOS, two (2) School Safety Agents, two (2) Traffic Safety Agents, and one (1) Supervising Police Communications Technician to enhance recruitment efforts for those job titles.
- **Social Media:** Social media offers the opportunity for the recruiters to easily communicate with our target audience on a regular basis. This encourages our candidates to connect with the NYPD via our social networking sites (Instagram, Facebook, and X -formerly Twitter).
- **Eventbrite:** The Recruitment Section uses Eventbrite to browse local events throughout the five (5) boroughs and surrounding counties. Eventbrite promotes career/job fairs, college fairs and other employment opportunities throughout New York City.
- **Customer Relationship Management:** The Recruitment Section has worked with the Information Technology Bureau (ITB) to develop an electronic means to collect email



addresses, and contact information via Department smartphones and the Recruitment website (NYPDrecruit.com). This software (commonly referred to as CRM, or Customer Relationship Management) allows a paperless and efficient means for follow-up relationship marketing. Direct emails are then sent to prospective candidates via the Recruitment Section's NYPD email address, NYPDRECRUIT@NYPD.ORG. In addition to emailing users in the CRM, the Recruitment Section sends text messages via Dirad's Blue Crayola application, and personally calls users in the database. We can narrow down a certain time frame, import those users to an excel file to record their phone numbers, and have recruiters physically call each prospective exam taker/candidate to inquire if they are still interested in obtaining employment with the NYPD, and/or if they wish to continue their hiring process. Recruiters also help register those users who have not registered for the desired exam by taking a step-by-step approach over the phone. We currently have 82,374 CRM sign-ups for the title of Police Officer.

- **NYPDRECRUIT.COM:** NYPDRECRUIT.com is the Department's official recruitment website. The site includes interactive and fact-driven information, and is updated to include the latest exam and hiring information such as:
  - Job description, exam and hiring requirements
  - Enhanced salary and benefits
  - Promotional opportunities and their salaries
  - Military benefits

Along with the Information Technology Bureau (ITB), the Recruitment Section has developed an updated website replacing the previous version of NYPDRECRUIT.com. This updated website version allows the visitor to more easily navigate the website, as well as register for exams, chat with a live recruiter, and sign up for email alerts via the Recruitment Section's Customer Relationship Management.

- **212-RECRUIT:** The Recruitment Section's telephone hotline number is staffed seven days-a-week during normal business hours in order to assist callers with questions related to employment, civil service exams, as well as the overall hiring process. A 24-hour-a-day, menu driven automated system gives the caller options to get information about exams and onboarding processes. Cisco technologies has been contracted to provide these services for the 212-RECRUIT hotline. The high volume of web visits and phone calls illustrates that the agency has a positive advertising campaign that is generating a great deal of interest in joining the Department. (platform- Cisco)
- **Live Chat Q&A:** Members of the public that visit NYPDRECRUIT.com have the opportunity to chat with a recruiter between normal business hours seven days-a-week. Any career or exam questions are answered by our recruiters in a 1 to 1 environment. (platform- Customer Service Workspace)
- **Instagram Live:** Every Thursday, recruiters provide live Q & A sessions using the Instagram Live platform. This enables questions to be answered immediately, and

provides for a more connective and personal approach in an online environment. On average 100 people view Live Q & A.

- **Short Message Service (SMS):** The Recruitment Section sends out text messaging to subscribers about current exams and recruitment events. This has been a successful and cost-effective strategy to keep constant contact with potential applicants. In 2023, the Recruitment Section sent 128,429 text messages. As of July 31, 2024, the Recruitment Section sent 29,500 text messages. (platform-Dirad Blue Crayola,-5 cents per text message)
- **Career Info Session:** The Recruitment Section holds career info sessions throughout the tristate area in order to inform the general public on the various employment opportunities the Department offers.
- **Tutorial Session:** 6 weeks prior to each testing period for Police Officer and Traffic Enforcement Agent, the Recruitment Section hosts three (3) tutorial sessions per week in order to better prepare test takers prior to their examination.
- **Tips Email Reminders:** The Recruitment Section develops different flyers that reiterate important information to registered exam takers. These flyers are sent as attachments using the NYPDRECRUIT email. We have Pre-Tips (useful information sent to those before taking their exam, i.e. what to bring on test day, have you received your test date, etc.), and Post Tips (designed to be sent after a person completes their exam, i.e. promotional chart, ranks and salaries, etc.)
- **Exam Reminders:** Prior to the start of testing, DCAS shares pedigree and exam information for test takers. The Recruitment Section reminds exam takers, via phone calls and text messages, of their upcoming exam date, time and location, and how to change their exam date if necessary. If exam takers miss their exam, the Recruitment Section sends a follow-up text message in order to inform them on how to get a make-up date if available.
- **Real Time Registration:** On a daily basis we have recruiters standing by to field calls on the 212-RECRUIT phone line. Recruiters are able to register callers for any exam available with the caller's consent. Recruiters stay on the phone with the caller and either register them from a department computer, or walk them through every step of the registration process until the caller successfully registers for the intended exam.
- **Police Officer and Traffic Enforcement Agent Follow up Phone Calls:** The Recruitment Section has begun to contact candidates who at one point in time were processing for the titles of Police Officer or Traffic Enforcement Agent. The Candidate Assessment Division has compiled lists of candidates for the position who have put themselves on a hold or stopped responding to department emails/instructions regarding

their hiring process. Recruiters call each candidate and inquire if they are still interested in completing their hiring process as registered candidates for their next appointment.

- **Candidate Assessment Mentoring Program (CAMP):** To assist the Department in its efforts to hire additional qualified members of the service, the Recruitment Section established the Candidate Assessment Mentoring Program (CAMP) to aid potential recruits in passing the Job Standard Test (JST) and future physical assessments required to complete the Police Academy. The Recruitment Section continues to recruit a diverse pool of applicants. However, there are still hiring challenges to overcome with underrepresented groups. The goal of establishing CAMP is to connect a mentor that possesses knowledge and experience with mentees that have yet to gain the same knowledge or experience with not only physical fitness and nutrition but also pertinent hiring process information. The Recruitment Section hosts a monthly NYPD Informational Session to share the hiring process, nutrition and a 45-minute calisthenics workout session. Since its commencement, we have hosted fifteen (15) CAMP Sessions with 1,202 attendees.
- **Educational Assessment Seminar:** The Second Annual Educational Assessment Seminar was hosted on February 10, 2024, at the Candidate Assessment Center. This Seminar was conducted to give interested Police Officer candidates an opportunity to have a one-on-one interaction with SUNY, CUNY, Private and alternative colleges that may accept FEMA credits.
- **Fraternal Meeting:** NYPD Fraternal Organization presidents met one on one with the Recruitment Section to provide pertinent information to members regarding the various titles and opportunities within the Department. Recruiters and Fraternal members created a streamlined approach to informational sharing for various job openings, community events, and other opportunities.
- **Palm Cards:** The Recruitment Section created numerous palm cards to better inform members of the general public of the requirements, salary, benefits, and hiring process for the titles of Police Officer, School Safety Agent, Traffic Enforcement Agent and Police Communications Technician.

## B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

| Event Date | Event Name                                    | Borough      |
|------------|---|--------------|
| Monthly    | Candidate Assessment Mentoring Program (CAMP) | Queens       |
| Monthly    | Information Sessions                          | All boroughs |

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

| Event Date | Event Name   | Borough       |
|------------|--|---------------|
| 7/2/2024   | Street Pop Up  | Brooklyn      |
| 7/2/2024   | Subway Station   | Brooklyn      |
| 7/2/2024   | P.O. Exam Tutorial                                       | Manhattan     |
| 7/3/2024   | Subway Station   | Queens        |
| 7/3/2024   | Subway Station   | Brooklyn      |
| 7/3/2024   | P.O. Exam Tutorial                                       | Staten Island |
| 7/9/2024   | Street Pop Up  | Queens        |
| 7/9/2024   | Street Pop Up  | Brooklyn      |
| 7/5/2024   | City Point Complex Shopping Mall                         | Brooklyn      |
| 7/6/2024   | Caribbean All White Gospel Jerk Fest                     |               |
| 7/7/2024   | P.O. Exam Tutorial                                       | Brooklyn      |
| 7/8/2024   | Street Pop Up  | Manhattan     |
| 7/8/2024   | Street Pop Up  | Bronx         |
| 7/9/2024   | Street Pop Up  | Brooklyn      |
| 7/9/2024   | P.O. Exam Tutorial                                       | Manhattan     |
| 7/10/2024  | NYPD Highway Patrol #1 & PBBX Traffic Safety Fair        | Bronx         |
| 7/10/2024  | P.O. Exam Tutorial                                       | Bronx         |
| 7/10/2024  | Subway Station   | Brooklyn      |
| 7/11/2024  | Subway Station   | Manhattan     |
| 7/11/2024  | Subway Station   | Manhattan     |
| 7/11/2024  | Bay Plaza Mall   | Bronx         |
| 7/12/2024  | Welcome Breakfast  | Manhattan     |
| 7/12/2024  | Jackson Heights Job Fair                                 | Queens        |
| 7/13/2024  | 2nd Battalion 25th Marines Career Day                    | Brooklyn      |
| 7/13/2024  | Back to School Kickoff                                   | Manhattan     |
| 7/14/2024  | P.O. Exam Tutorial                                       | Brooklyn      |
| 7/15/2024  | Cross County Center                                      |               |
| 7/16/2024  | Medgar Evers College Career Emporium (Panel Discussions) | Brooklyn      |
| 7/16/2024  | P.O. Exam Tutorial                                       | Manhattan     |
| 7/16/2024  | PBSI Harmony Day Picnic                                  | Staten Island |
| 7/17/2024  | NYPD Youth Cricket League Opening Ceremony               | Queens South  |
| 7/17/2024  | Queens Hiring Hall                                       | Queens        |
| 7/17/2024  | P.O. Exam Tutorial                                       | Queens        |

|           |   |               |
|-----------|---|---------------|
| 7/18/2024 | Staten Island Hiring Hall                           | Staten Island |
| 7/19/2024 | Jamaica Spirit Day Community Resources Fair         | Queens        |
| 7/19/2024 | 2024 Sprinkler Fest Community Health Tabling        | Staten Island |
| 7/20/2024 | Dragon Boat Youth Clinic                            | Queens        |
| 7/20/2024 | Candidate Assessment Mentoring Program              | Queens        |
| 7/21/2024 | Staten Island's Det. Russel Timoshenko Soccer Field | Staten Island |
| 7/21/2024 | JAMLEO Family Day                                   | Queens        |
| 7/21/2024 | P.O. Exam Tutorial                                  | Brooklyn      |
| 7/22/2024 | City Point Complex Shopping Mall                    | Brooklyn      |
| 7/23/2024 | Brooklyn Hiring Hall                                | Brooklyn      |
| 7/23/2024 | P.O. Exam Tutorial                                  | Manhattan     |
| 7/24/2024 | YSD Summer Block Party                              | Brooklyn      |
| 7/24/2024 | P.O. Exam Tutorial                                  | Bronx         |
| 7/25/2024 | Youth Conference                                    | Queens        |
| 7/26/2024 | 3rd Annual Det Rivera & Mora Basketball Tournament  | Manhattan     |
| 7/27/2024 | Seek & Save   | Queens        |
| 7/28/2024 | Sikh Officers Association Family Day                | Queens        |
| 7/29/2024 | Ocean Bay CDC Job Fair                              | Queens        |
| 7/30/2024 | Subway Station                                      | Brooklyn      |
| 7/30/2024 | Subway Station                                      | Brooklyn      |
| 7/31/2024 | PBQS Annual Harmony Picnic Day                      | Queens South  |
| 8/1/2024  | Career Connections: Honoring Our Heroes             | Bronx         |
| 8/1/2024  | Lower East Side Community Health & Resource Fair    | Manhattan     |
| 8/1/2024  | Subway Station                                      | Manhattan     |

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

| <b>Borough</b>         | <b>Approximate Dollar Amount (\$)</b> |
|------------------------|---------------------------------------|
| Bronx                  | N/A                                   |
| Brooklyn               | N/A                                   |
| Manhattan              | N/A                                   |
| Queens                 | N/A                                   |
| Staten Island          | N/A                                   |
| Other (include online) | N/A                                   |

The Recruitment Section plans to spend approximately \$2 million dollars on advertising for Police Officer, School Safety Agent, Police Communications Technician and Traffic Enforcement Agent. Media campaigns are a citywide effort. Specific monetary amounts are not selected for individual New York City boroughs.

## **C. Recruitment Sources**

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. LinkedIn Diversity Groups: Professionals with Disabilities, Disabled American Veterans, NY LGBTQ Professional Network, Hispanic & Latino Professionals, Black Professionals, Asian Diversity Group
2. Colleges and Universities Alumni Network – targeting a diverse population from colleges.
3. Fraternal Organizations (ERGs) – targeting diverse populations from communities associated with fraternal organizations.
4. Diversity Bar Associations – Various NY & NJ targeting a population with a legal background.
5. Community Affairs Officers & Neighborhood Coordination Officers – targeting population from within precinct communities.

Additionally, the NYPD uses social media and geo-targeted recruitment sources such as:

### **Media**

- Social Targeting (Facebook, Instagram and X)
- Google search / YouTube
- Audio Targeting
- Mobile video / Display
- Radio –La Mega
- NYC Subways/LIRR & Metro North

### **Out of Home Digital**

- Digital Bus Shelter

### **Community / Ethnic digital**

- BrooklynPaper.com
- QNS.com
- CaribbeanLifeNews.com
- BxTimes.com
- AMNY.com/Metro.us
- BialyOrzel24.com
- AmNews.com Leaderboard
- Forum Daily Inc.
- World Journal Desktop
- [www.uschinapress.com](http://www.uschinapress.com)
- El Diario Impremedia
- New York Interconnect LLC



- Tribeca Citizen
- The New York Beacon
- Spectrum Reach
- Telemundo
- Digital Mouth

#### Community / Ethnic Digital Radio

- WSKQ Spanish Broadcasting System
- The Reset Talk Show
- SUNUAFRIK Radio Broadcasting Service

## D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

| Type of Internship\Fellowship     | Total | Race/Ethnicity *[#s]<br>* Use self-ID data  | Gender * [#s]<br>* Use self-ID data                                |
|-----------------------------------|-------|---|--|
| 1. Urban Fellows                  | 0     |   | M __ F__ Non-Binary __<br>Other __ Unknown __                      |
| 2. Public Service Corps           | 0     |   | M __ F__ Non-Binary __<br>Other __ Unknown __                      |
| 3. Summer College Interns         | 114   | B:46 W: 32 A:18<br>NA: 1<br>Two or More: 17 | M <u>56</u> F <u>57</u> Non-Binary <u>1</u><br>Other __ Unknown __ |
| 4. Summer Graduate Interns        | 20    | B:1 W: 13 A:3 NA: 3<br>Two or More:         | M <u>11</u> F <u>9</u> Non-Binary __<br>Other __ Unknown __        |
| 5. Civil Service Pathways Fellows | 0     |   | M __ F__ Non-Binary __<br>Other __ Unknown                         |
| 6. Other (specify):               | 31    | B:7 W: 4 A:8 NA: 0<br>H:12                  | M <u>12</u> F <u>19</u> Non-Binary __                              |

|                              |    |                           |   |
|------------------------------|----|---------------------------|---|
| College Aide                 |    | Two or More:              | Other __ Unknown __   |
| 7. CareerWise Apprenticeship | 4  | B:2 H: 2                  | M <u>1</u> F <u>3</u> Non-Binary __<br>Other __ Unknown __  |
| 8. Unpaid Interns            | 12 | B:1 W: 6 A:0 NA: 0<br>H:5 | M <u>2</u> F <u>10</u> Non-Binary __<br>Other __ Unknown __ |

## E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 33 [number] 55-a participants. [Enter '0' if none]
- There are 4 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 1 participants left the program due to [state reasons] disability retirement.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

## VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

### A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

The Career Counselor regularly informs employees about promotion opportunities, civil service exams, and available resources by sending administrative bulletins through email to all staff. Additionally, they utilize Personnel Administrative Managers to promote openings and post job vacancies on NYCAPS to ensure everyone is aware of these opportunities.

## **B. New Hires and Promotions**

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

The NYPD holds monthly civilian advancement/upgrade meetings to review and assess candidates for civilian promotions and upgrade to discretionary positions. These meetings are comprised of representatives from the Department's Office of Equity and Inclusion, the Personnel Bureau, the Strategic Initiatives Bureau, the Legal Bureau, the Office of Labor Relations, and Employee Relations.

## **C. EEO Role in Hiring and Selection Process**

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.

- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

#### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## **VII. Training**

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

| <b>Training Topic</b>   | <b>Type of Audience<br/>(e.g., All Staff, Front-line Employees,<br/>Managers,<br/>Supervisors, etc.)</b>     | <b>Goal Number of<br/>Participants</b>   | <b>Projected<br/>Dates</b>           |
|---|--|--|--------------------------------------|
| 1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)             | All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)                                    | Expecting 100% Compliance-approx. 49,000   | Sept 15, 2024, to March 31, 2025     |
| 2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar) | All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)                                    | Not Applicable   |                                      |
| 3. Sexual Harassment Prevention (e-learning)  | All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)                          | 47,184 – Currently at 99.4% compliance. Expecting 100% compliance                    | April 26th, 2024, to August 31, 2024 |
| 4. Sexual Harassment Prevention (classroom/live webinar)  | All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)                          | Not Applicable   |                                      |
| 5. lgbTq – Power of Inclusion (e-learning)  | Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026)<br>All other employees | 47,356 members completed, 96.5%  | Cycle ended on March 31, 2024        |
| 6. lgbTq – Power of Inclusion (classroom/live webinar)  | Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026)<br>All other employees | Not Applicable   |                                      |
| 7. Disability Awareness and Etiquette   | All Employees  | 35,993   |                                      |
| 8. Structured Interviewing and Unconscious Bias (classroom/live webinar)                                | All Employees  | Best Practices in Structured Interviewing – 39,596<br>Civilian Implicit Bias: 10,101 | As of July 5, 2024                   |

|                     |  |   |  |
|---------------------|--|---|--|
|                     |  | Language Matters-<br>Fostering A Positive<br>Work Environment:<br>43, 439 |  |
| 9. Other (specify)  |  |   |  |
| 10. Other (specify) |  |   |  |

## VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : \_\_\_\_\_

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<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable



- ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

## **IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders**

### **A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

### **B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### **C. Local Law 121 (2020): Age Discrimination Training**

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

### **D. Local Law 27 (2023): Access to Workplace Facilities**

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

**E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025**

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

**F. Local Law 27 (2023): Workforce Information Report for FY 2024**

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

**G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

**H. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.

- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## **X. Audits and Corrective Measures**

[Please check the statement(s) that apply to your agency].

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by EPT Legal, LLC specific to our EEO practices. Upon forwarding our responses to the recommendations issued by EPT Legal, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EPT recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

JESSICA S. TISCH  
\_\_\_\_\_  
Print Name of Agency Head

*Jessie Tisch*  
\_\_\_\_\_  
Signature of Agency Head

6/26/25  
\_\_\_\_\_  
Date

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors \*

### Agency EEO Office mailing address:

Office of Equal Employment Opportunity/Office of Equity and Inclusion  
375 Pearl Street  
15th Floor Suite 4  
New York, NY 10038

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.

\*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

|    | <b>Title/Function</b>  | <b>Name</b>  | <b>Email</b>                   | <b>Telephone</b>               |
|----|--|--|--------------------------------|--------------------------------|
| 1. | <b>Agency EEO Officer</b><br>[indicate if 'Acting' or 'Interim']       |  |                                |                                |
| 2. | <b>Agency Deputy EEO Officer</b> [if appointed]                        | <u>Jordan Farnham,</u><br><u>Executive Director,</u><br><u>Equal Employment</u><br><u>Opportunity</u><br><u>Division, Equity and</u><br><u>Inclusion</u> | <u>Jordan.Farnham@nypd.org</u> | <u>646-610-</u><br><u>5330</u> |
| 3. | <b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed] | <u>Maria Otero</u>   | <u>Maria.Otero@nypd.org</u>    | <u>646-610-</u><br><u>8139</u> |
| 4. | <b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>          |  |                                |                                |
| 5. | <b>ADA Coordinator</b>   | <u>Dinorah Zorilla-</u><br><u>Aristy, Assistant</u><br><u>Commissioner</u><br><u>Equity and</u><br><u>Inclusion</u>                                      | <u>Dinorah.Aristy@nypd.org</u> | <u>646-610-</u><br><u>8139</u> |
| 6. | <b>Disability Rights Coordinator</b>                                   | <u>Dinorah Zorilla-</u><br><u>Aristy, Assistant</u><br><u>Commissioner</u><br><u>Equity and</u><br><u>Inclusion</u>                                      | <u>Dinorah.Aristy@nypd.org</u> | <u>646-610-</u><br><u>8139</u> |



|     |  |   |                                |                     |
|-----|--|---|--------------------------------|---------------------|
| 7.  | <b>Disability Services Facilitator</b> | <u>Dinorah Zorilla-Aristy, Assistant Commissioner Equity and Inclusion</u>              | <u>Dinorah.Aristy@nypd.org</u> | <u>646-610-8139</u> |
| 8.  | <b>55-a Coordinator</b>                | <u>M. Alexa Samarotto, Executive Director, Human Resources Division</u>                 |                                | <u>646-610-4057</u> |
| 9.  | <b>EEO Investigator(s)</b>             |   |                                |                     |
| 10. | <b>EEO Counselor(s)</b>                |   |                                |                     |
| 11. | <b>EEO Training Liaison(s)</b>         | <u>John Hubbard, Lieutenant, Equity and Inclusion</u>                                   | <u>John.Hubbard@nypd.org</u>   | <u>646-610-6594</u> |
| 12. | <b>Career Counselor(s)</b>             | <u>Ruth Loomis, Administrative Staff Analyst II, Office of Professional Development</u> | <u>Ruth.Loomis@nypd.org</u>    | <u>646-610-7862</u> |
| 13. | <b>Other (specify)</b>                 |   |                                |                     |

| Name         | Title      | EEO\ Diversity Role               | Percent age of Time (%) Spent in EEO\ Diversity Functions* | E-mail Address              | Telep hone # |
|--------------|------------|-----------------------------------|--|-----------------------------|--------------|
| CHEN, NANHAO | LIEUTENANT | INVESTIGATOR TEAM LEADER - TEAM 1 | 100%   | <u>NANHAO.CHEN@NYPD.ORG</u> | 646-610-5330 |
| SMITH, MARIE | SERGEANT   | SUPERVISOR/INVESTIGATOR           | 100%   | <u>MARIE.SMITH@NYPD.ORG</u> | 646-610-5330 |

|                        |                                 |                                  |      |                                   |              |
|------------------------|---------------------------------|----------------------------------|------|-----------------------------------|--------------|
| DEJESUS,<br>ELIXANDRA  | DETECTIVE                       | INVESTIGATOR                     | 100% | <u>ELIXANDRA.DEJESUS@NYPD.ORG</u> | 646-610-5330 |
| WONG,<br>MATTHEW       | SERGEANT                        | SUPERVISOR/INVESTIGATOR          | 100% | <u>MATTHEW.WONG@NYPD.ORG</u>      | 646-610-5330 |
| ROLON,<br>RAUL         | DETECTIVE                       | INVESTIGATOR                     | 100% | <u>RAUL.ROLON@NYPD.ORG</u>        | 646-610-5330 |
| HUBBARD,<br>JOHN       | SERGEANT                        | TRAINING LIAISON                 | 100% | <u>JOHN.HUBBARD@NYPD.ORG</u>      | 646-610-5072 |
| GONZALEZ,<br>DAWN      | PRINCIPAL ADMIN. ASSOC.         | ADMINISTRATIVE SUPPORT           | 100% | <u>DAWN.GONZALEZ@NYPD.ORG</u>     | 646-610-5330 |
| HAWKINS,<br>KIM        | SENIOR POLICE ADMIN. AIDE       | ADMINISTRATIVE SUPPORT           | 100% | <u>KIM.HAWKINS@NYPD.ORG</u>       | 646-610-5072 |
| ULYSSE,<br>BRIAN J.    | ADMINISTRATIVE STAFF ANALYST II | RESEARCH & EVALUATION            | 100% | <u>BRIAN.ULYSSE@NYPD.ORG</u>      | 646-610-5330 |
| PERRY,<br>LEAH         | ADMINISTRATIVE MANAGER          | ADMINISTRATIVE SUPPORT           | 100% | <u>LEAH.PERRY@NYPD.ORG</u>        | 646-610-8139 |
| FELICIANO,<br>JOAN     | SR. POLICE ADMIN. AIDE          | ADMINISTRATIVE SUPPORT           | 100% | <u>JOAN.FELICIANO@NYPD.ORG</u>    | 646-610-5330 |
| PEREZ,<br>KATHY        | DETECTIVE                       | REASONABLE ACCOMMODATIONS        | 100% | <u>KATHY.PEREZ@NYPD.ORG</u>       | 646-610-5330 |
| BILLUPS,<br>JUSTINE D. | CITY RESEARCH                   | WOMEN'S INSTITUTE/MENTORING UNIT | 100% | <u>JUSTINE.BILLUPS@NYPD.ORG</u>   | 646-610-8139 |

|                     |  |   |      |                                    |              |
|---------------------|--|---|------|------------------------------------|--------------|
|                     | SCIENTIST  |   |      |                                    |              |
| CORRADO, CRYSTALLEE | SERGEANT   | REASONABLE ACCOMMODATIONS SPECIALIST                      | 100% | <u>CRYSTALLEE.CORRADO@NYPD.ORG</u> | 646-610-5072 |
| WILLIAMS, SHAWANN   | ADMINISTRATIVE MANAGER   | ADMINISTRATIVE SUPPORT                                    | 100% | <u>SHAWANN.WILLIAMS@NYPD.ORG</u>   | 646-610-8139 |
| FARNHAM, JORDAN     | EXECUTIVE DIRECTOR, EXEC AGENCY COUNSEL OFFICE OF EQUITY AND INCLUSION | DEPUTY EEO OFFICER  | 100% | <u>JORDAN.FARNHAM@NYPD.ORG</u>     | 646-610-5330 |
| MILLER, TYRICE      | DEPUTY INSPECTOR   | COMMANDING OFFICER, EQUAL EMPLOYMENT OPPORTUNITY DIVISION | 100% | <u>TYRICE.MILLER@NYPD.ORG</u>      | 646-610-5330 |
| LEREBOURS, LUIS     | LIEUTENANT   | OFFICE OF EQUITY INCLUSION LIEUTENANT                     | 100% | <u>LUIS.LEREBOURS@NYPD.ORG</u>     | 646-610-5072 |
| VEGA, NELLY         | SERGEANT   | TRAINING  | 100% | <u>NELLY.VEGA@NYPD.ORG</u>         | 646-610-5072 |
| CARVAJAL, JOSUE     | SERGEANT   | REASONABLE ACCOMMODATIONS SPECIALIST                      | 100% | <u>JOSUE.CARVAJAL@NYPD.ORG</u>     | 646-610-5072 |
| PEREZ, STEPHANIE    | DETECTIVE  | INVESTIGATOR  | 100% | <u>STEPHANIE.PEREZ@NYPD.ORG</u>    | 646-610-5330 |

|                                   |   |  |      |                                    |              |
|-----------------------------------|---|--|------|------------------------------------|--------------|
| DORSEY, WAYNE                     | DETECTIVE                                 | RESEARCH & EVALUATION                      | 100% | <u>WAYNE.DORSEY@NYPD.ORG</u>       | 646-610-8139 |
| HAMPTON, DORTHEA                  | ADMINISTRATIVE MANAGER                    | EEO LIAISON COORDINATOR/ EEO COUNSELOR     | 100% | <u>DORTHEA.HAMPTON@NYPD.ORG</u>    | 646-610-5072 |
| CHOUDHURY, MOHAMMED               | SERGEANT                                  | INVESTIGATOR                               | 100% | <u>MOHAMMED.CHOUDHURY@NYPD.ORG</u> | 646-610-6501 |
| FIELDS, MONIQUE                   | POLICE ADMINISTRATIVE AIDE                | ADMINISTRATIVE SUPPORT                     | 100% | <u>MONIQUE.FIELDS@NYPD.ORG</u>     | 646-610-7359 |
| ELSOKARY, AML                     | SERGEANT                                  | INVESTIGATOR                               | 100% | <u>AML.ELSOKARY@NYPD.ORG</u>       | 646-610-5330 |
| BETHEL, JOVONA                    | ADMINISTRATIVE STAFF ANALYST              | WOMEN'S INSTITUTE                          | 100% | <u>JOVONA.BETHEL@NYPD.ORG</u>      | 646-610-8139 |
| BEARY, RICHARD                    | SERGEANT                                  | TRAINING                                   | 100% | <u>RICHARD.BEARY@NYPD.ORG</u>      | 646-610-5072 |
| SORIANO, AMAURY                   | LIEUTENANT                                | INVESTIGATOR TEAM LEADER - TEAM 2          | 100% | <u>AMAURY.SORIANO@NYPD.ORG</u>     | 646-610-5330 |
| ZORILLA-ARISTY, DINORAH MIGUELINA | ASSISTANT COMMISSIONER EQUITY & INCLUSION | ASSISTANT COMMISSIONER, EQUITY & INCLUSION | 100% | <u>DINORAH.ARISTY@NYPD.ORG</u>     | 646-610-8139 |
| GOMEZ, TATIANA                    | SERGEANT                                  | INVESTIGATOR                               | 100% | <u>TATIANA.GOMEZ@NYPD.ORG</u>      | 646-610-5330 |
| PARKER, CAILAH                    | ASSOC PUB                                 | SOCIAL MEDIA SPECIALIST                    | 100% | <u>CAILAH.PARKER@NYPD.ORG</u>      | 646-610-8139 |

|                                    |                                  |   |      |  |                      |
|------------------------------------|----------------------------------|---|------|--|----------------------|
|                                    | INFO<br>SPEC                     |   |      |  |                      |
| MAGRIZ,<br>RACHEL                  | POLICE<br>OFFICER                | EQUITABLE<br>ACCESS UNIT                | 100% | <u>RACHEL.MAGRIZ@NY<br/>PD.ORG</u>       | 646-<br>610-<br>8139 |
| BORIA,<br>CHRISTOPHE<br>R          | SERGEA<br>NT                     | INVESTIGATOR                            | 100% | <u>CHRISTOPHER.BORIA<br/>@NYPD.ORG</u>   | 646-<br>610-<br>5330 |
| MARTINEZ,<br>JAMMIE                | SERGEA<br>NT                     | INVESTIGATOR                            | 100% | <u>JAMMIE.MARTINEZ@<br/>NYPD.ORG</u>     | 646-<br>610-<br>5330 |
| MONTES DE<br>OCA, GUS              | SERGEA<br>NT                     | INVESTIGATOR                            | 100% | <u>GUSTAVO.MONTESD<br/>EOCA@NYPD.ORG</u> | 646-<br>610-<br>5330 |
| BURGESS,<br>RANDY                  | POLICE<br>OFFICER                | RA SPECIALIST                           | 100% | <u>RANDY.BURGESS@N<br/>YPD.ORG</u>       | 646-<br>610-<br>5072 |
| DARLINGTON<br>, KENNETH            | POLICE<br>OFFICER                | RA SPECIALIST                           | 100% | <u>KENNETH.DARLINGT<br/>ON@NYPD.ORG</u>  | 646-<br>610-<br>5072 |
| YAN, FIONA                         | COMMUN<br>ITY<br>COORDIN<br>ATOR | SUPPLIER<br>DIVERSITY                   | 100% | <u>FIONA.YAN@NYPD.O<br/>RG</u>           | 646-<br>610-<br>8139 |
| JUNIOUS,<br>SHURLAND               | POLICE<br>OFFICER                | WOMEN'S<br>INSTITUTE/MEN<br>TORING UNIT | 100% | <u>SHURLAND.JUNIOUS<br/>@NYPD.ORG</u>    | 646-<br>610-<br>8139 |
| FLORES,<br>CRYSTAL                 | POLICE<br>OFFICER                | EQUITABLE<br>ACCESS UNIT                | 100% | <u>CRYSTAL.FLORES@N<br/>YPD.ORG</u>      | 646-<br>610-<br>5072 |
| PODLUCKYS<br>TJACQUES,<br>DANIELLE | LIEUTEN<br>ANT                   | WOMEN'S<br>INSTITUTE/MEN<br>TORING UNIT | 100% | <u>DANIELLE.PODLUCK<br/>YSTJACQUES</u>   | 646-<br>610-<br>8139 |
| SIMO,<br>ARNALDO                   | SERGEA<br>NT                     | RESEARCH&<br>EVALUATION                 | 100% | <u>ARNALDO.SIMO@NY<br/>PD.ORG</u>        | 646-<br>610-<br>8139 |
| HENAO,<br>EYDRIN                   | SERGEA<br>NT                     | RA SPECIALIST                           | 100% | <u>EYDRIN.HENAO@NYP<br/>D.ORG</u>        | 646-<br>610-<br>5072 |

|                               |   |                                     |             |   |                               |
|-------------------------------|---|-------------------------------------|-------------|---|-------------------------------|
| <b>CORCUCHIA,<br/>VIRGEAN</b> | <b>SERGEA<br/>NT</b>                        | <b>RESEARCH&amp;<br/>EVALUATION</b> | <b>100%</b> | <b><u>VIRGEAN.CORCUCHI<br/>A@NYPD.ORG</u></b> | <b>646-<br/>610-<br/>8139</b> |
| <b>JONES,<br/>JULIA</b>       | <b>PRINCIP<br/>AL<br/>ADMIN.<br/>ASSOC.</b> | <b>ADMINISTRATIV<br/>E SUPPORT</b>  | <b>100%</b> | <b><u>JULIA.JONES@NYPD.<br/>ORG</u></b>       | <b>646-<br/>610-<br/>5072</b> |

**\*Administrative Duties are solely EEO/Diversity functions.**