

NYPD
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN TEMPLATE
FISCAL YEAR 2020

I. Introductory, Commitment and Accountability Statement by the Agency Head

As Police Commissioner of the City of New York, I am committed to reducing crime in a manner that unites our communities by valuing and respecting the members of the public we are sworn to protect as well as all New York City Police Department (NYPD) personnel. In 2018, the Office of Equity and Inclusion (OEI) was established to improve the quality of life in the workplace and to attain equitable and inclusive treatment for all NYPD personnel. OEI is central to our Neighborhood Policing philosophy because the manner in which our employees are treated internally is an indicator of how we engage the communities we serve. The EEO Officer, under the guidance and direction of the Deputy Commissioner of Equity and Inclusion, is responsible for administration of the Equal Employment Opportunity (EEO) compliance and reasonable accommodation procedures.

This statement is the same as last year.

II. Recognition and Accomplishments

In the past year our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity and Inclusion:

1. Facilitated quarterly Women's Institutes and the annual Women's Conference
2. Revamped the Equal Employment Opportunity Liaison Program (now called EEOLN)
3. Completed two major workplace culture assessments
4. Continued to ensure there are appropriate spaces for lactation for all employees that require. Purchased lactation pods that will be made available to the public in various locations throughout the city. Distributed OEI awareness to all employees regarding lactation.
5. Conducted LGBTQ Survey
6. Implemented workplace mediation and conflict resolution programs with (CCR-NYC)

The agency recognizes employees, supervisors, managers, and agency 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 under "Additional Comments"*

- The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2020.

Additional Comments:

The NYPD has multiple fraternal organizations (affinity groups) which conduct appreciation events focused on diversity, as well as equity and inclusion. While there are no explicit diversity, equity or inclusion recognitions, key cultural events hosted by multiple fraternal organizations are utilized to communicate support of the E&I mission. The NYPD has approximately 37 fraternal organizations including the Asian Jade Society, Bangladesh American Police Association, Desi Society, Emerald Society, Hispanic Society, Gay Officers Action League, New York Dominican Officers Organization, Guardians Association, Haitian American Law Enforcement Fraternal Organization, Policewomen's Endowment Association, Muslim Officers Society. In addition, our Community Affairs Bureau hosts several events throughout the year that celebrate the diversity of our city.

III. Workforce Review and Analysis

1. 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 2020, 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 ESS (by email annually)
- Agency's intranet site
- Newsletters
- On-boarding
- Manager/supervisor observation, if employee refuses to self-ID

Additional Comments: Employees have been informed that the self-ID form that the agency uses now includes:

- Two or More Races (Not Hispanic or Latino)**
- Hispanic as an option based on ethnicity**
- Asian is now separate from Native Hawaiian and Other/Pacific Islander**

2. Describe the review process of the CEEDS workforce composition, utilization, new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency’s EEO Officer, Personnel Officer and General Counsel work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.

The agency conducts regular reviews of the dashboard sent to the EEO Officer by DCAS’ Office of Citywide Equity and Inclusion (OCEI) 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.

Reviewed with	Frequency
Human Resources	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Agency Head	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Other (____ specify)	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> 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).

The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

Additional Comments:

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2020

1. Proactive Strategies to Enhance Diversity, EEO and Inclusion

State below the central goals of your strategy for FY 2020 focused on enhancing diversity, equal employment opportunity, and the overall value of inclusion at your agency. Include initiatives that your agency will implement in FY 2020.

- 1. Workforce:** OEI partners with equity and inclusion experts to shape priorities for OEI. We also partner with other NYPD Bureaus to develop integrated strategies for employee development, succession planning, engagement, retention, and advancement. In addition, we facilitate Department-wide outreach and awareness initiatives for NYPD personnel regarding best practices in organizational equity and inclusion.

- 2. Workplace:** Compliance with 2018 NYC EEO-related laws and policies, including developing a series of EEO bulletins to distribute agency-wide focusing on specific EEO and diversity and inclusion issues. Monitor recruitment, employee opportunities, and complaints to increase the Department's ability to attract and retain highly-qualified personnel. Conduct needs assessments to make recommendations to the Police Commissioner and Executive Staff on best practices, quality improvements, and to determine required competencies to support program delivery commensurate with organizational change efforts. Assess and evolve existing EEO policies and determine new policies and processes required to ensure an equitable and safe work environment for all uniform, uniform civilian, and civilian personnel.

- 3. Community:** Develop projects that will facilitate leadership in organizational equity and inclusion as well as the delivery of equitable and inclusive police services to the residents of the City of New York. Initiate and advance action-oriented initiatives and outreach to develop and increase mutual respect and trust among diverse communities and the NYPD.

- 2. Describe the new and continuing initiatives devoted to innovative enhancement and expansion of the three strategic pillars of Diversity and EEO strategy: **WORKFORCE, WORKPLACE, and COMMUNITY.****

A. WORKFORCE:

NOTE: Please address the specific recruitment, selection and promotion strategies, sources and procedures in Sections V and VI.

The agency will address underutilization in FY 2020 by:

- Enhancing internal and external applicant pools to address the underutilization.
- Using the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- Job analysis and skills audit.
- Conduct workforce planning and forecasting.
 - Use the DCAS Retirement Predictor Tools to address the impending retirement of employees and possible loss or gap in talent.
 - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.
 - Ensure that there will be a diverse applicant pool for the anticipated vacancies.
 - Evaluate best sources for diverse candidates
 - Encourage agency employees to take promotional civil service examinations by:
 - Sending e-mails with schedule of exams
 - Providing link to specific DCAS exams
 - Posting schedules and exam announcements at the agency intranet

Other (specify): Civilian Members Outreach Newsletter

The agency will implement the following initiatives to develop and retain employees:

- Institute coaching, mentoring and cross training programs.
- Identify best practices to retain mature employees.
- Implement initiatives to improve the development and training of employees.
- Promote employee involvement by supporting Employee Resource Groups
- Conduct Diversity and Inclusion Training

Additional Initiatives, Programs, or Comments: Civilian Members Outreach Newsletter (Monthly). We also currently advertise civil service exam schedule.

B. WORKPLACE:

The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.

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)

Citywide Onboarding survey

Citywide Exit Survey for Non-Represented Employees

Exit interview or surveys developed by the agency

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. The creation of the Office of Professional Development.

3. Convening of workplace focus groups for job groups with high attrition rates. (e.g., PCTs, School Safety Agents, and Traffic Enforcement Agents.)

Additional Initiatives, Programs, or Comments:

C. COMMUNITY:

In FY 2020, 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).

Conduct a customer satisfaction survey.

Identify best practices for establishing a brand of inclusive customer service.

Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.

Additional Initiatives, Programs or Comments:

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2020:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Review underutilization in job groups to inform recruitment efforts.
- Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers. Currently in operation.
- Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.
- Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov, (212) 630-2329 so they can share it with their clients.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov.
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - structured interviewing training
 - unconscious bias training
- Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

Jobs are posted on the Department Intranet, which is accessible to all employees.
Advertising contract with Walton Isaacson will address recruitment diversity concerns.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded increased and diverse applicant pool. Were there successful hires from this source?
1. LINKEDIN Diversity Groups: <ul style="list-style-type: none"> ● Professionals with Disabilities, ● Disabled American Veterans, ● NY LGBT Professional Network, ● Hispanic & Latino Professionals, ● Black Professionals. 	1. <input checked="" type="checkbox"/> Previous hires from this source
2. Diversity Bar Associations – Various in NY & NJ.	2. <input checked="" type="checkbox"/> Previous hires from this source
3. Colleges & Universities Diversity Alumni Network.	3. <input checked="" type="checkbox"/> Previous hires from this source
4. Fraternal organizations	4. <input checked="" type="checkbox"/> Previous hires from this source
5. Community affairs officers & neighborhood coordination officers	5. <input checked="" type="checkbox"/> Previous hires from this source
6. Geo-Targeted social media advertising	6. <input checked="" type="checkbox"/> Previous hires from this source

B. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2019 and their demographic profiles. Indicate your plans to provide internship/fellowship opportunities in FY 2020.

The agency provided the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	2	W: 1 O: 1 B: A:	M:1 F:1
2. Public Service Corps	2	W: 2 O: B: A:	M:1 F:1
3. Summer College Interns	100	W: 19 O: 17 B: 59 A: 5	M:45 F: 55
4. Summer Graduate Interns	25	W: 7 O: 4 B: 11 A: 3	M:5 F:20
5. Other (specify): Partners in Education	101	W: 49 O: 33 B: 16 A: 3	M:38 F: 63
6. College Aides-Graduate	9	W: O: 4 B: 2 A: 3	M: 2 F: 7
7. College Aides-Undergraduate	41	W: 5 O: 10 B: 23 A: 3	M:10 F: 31

* Self-ID data is obtained by EEO Office from NYCAPS.

- The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.
- The agency has hired former interns/fellows.
- The agency plans to provide internship/fellowship opportunities in FY 2020.

Additional Comments:

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

C. 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 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.

[NYPD] FY 2020 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

We are currently evaluating the civil service titles to hire qualified 55-a candidates into OMB approved positions.

2. Indicate the goals of your 55-a Program Coordinator for FY 2020. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2020. Currently, there are 37 [number] 55-a participants. There are 4 [number] participants who have been in the program less than 2 years. Last year, a total of 1 [number] new applications for the program were received and 1 participants left the program due to [state reasons] to become permanent civil service.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

The agency will review and process new applications for the 55-a program in light of DCAS' policy guidance which states that decisions on 55-a program admissions should take into account the following three criteria:

- a) the severity of the candidate's physical and/or mental disability;
- b) the candidate's previous and/or current encounter with significant barriers to finding employment due to the disability;
- c) the candidate's encounter of obstacles that can prevent him/her from taking civil service examinations due to the disability.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under § 55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of CSL § 65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate 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.

The goals of the 55-a Coordinator for FY 2020 are:

1. To diversify the titles utilized.
2. To increase the number of candidates in the program.

- 3. To attend more recruitment efforts.
- 4. To encourage transition into permanent positions by civil service exams.

These goals are the same as last year.

Additional Goals, Initiatives, and Comments:

This agency is one of the top employers in terms of numbers citywide as tracked by DCAS. We strive to move employees into competitive class positions on a regular basis if consistent with their abilities.

We are currently collaborating with the Mayor's Office to identify individuals with disabilities as potential candidates. We are also promoting the benefits of the 55-a Program throughout the Department.

VI. Selection (Hiring and Promotion)

- 1. For FY 2020, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties for your career counselor specific to advising employees of opportunities for promotion as well as overall career development.

In FY 2020, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Inform employees on promotional and transfer opportunities.
- Arrange agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance and career opportunities.
 - Provide information to staff on both internal and external Professional Development training sources.
 - Explain the civil service process to staff and what it means to become a permanent civil servant.
 - Provide technical assistance in filing for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Continue to 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.

- Assist employees and Job Training Program participants (if applicable) assess and develop career paths.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - Internship exploration

Additional Initiatives and Comments:

2. What are your current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions?

In FY 2020, the agency will do the following:

- Review and develop a protocol for in-title promotions and salary increases.
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Assess the criteria for selecting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- If adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.

- Compare the demographics of current employees to the placements.
- Revise the promotion request form to include the various reasons why a promotion may be necessary.
- Review the demographics race\ethnicity and gender for those who received the promotion\salary raises.
- Submit the resumes for the second- and third-choices for the position.
- Review the demographics of the senior leadership regularly (by Agency Head).
- Review on a quarterly basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).

Additional Comments:

3. For FY 2020, indicate how your agency will review the methods by which candidates are selected for new hiring and promotion. Identify the steps that are taken to ensure that selection process is objective and job related. For instance, have you explored/implemented structured interviewing and/or training, panel interviews, etc.?

During FY 2020, the agency will do the following:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible barriers that have a negative impact on minority employees and applicants.
- Use a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- Develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates.
- Establish written objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- Use a diverse panel of interviewers to conduct the interview.

- Have the EEO Officer review the interview questions.
- Have the EEO Officer observe interviews, where possible.
- Use the NYCAPS eHire applicant tracking system for external and internal applicants.
- Make adjustments to agency outreach and recruitment efforts where necessary.
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

4. For FY 2020, what steps will your agency take to review the positions filled through a civil service list?

- A. Detail planned actions specific to review of title specification, job description, interview procedures, and selection procedures.
 - Reach out to DCAS' Classification Unit to ensure that the job description and specification is current.
 - Review and develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination.
 - Use structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- B. Discuss your current protocol for use of the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
 - The agency does not use the NYCAPS Applicant Interview Log Report.
 - The agency will schedule orientation with NYCAPS Central.
 - The agency will use the Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
- C. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
 - Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications and conduct the interviews.
- D. When identifying groups of subject matter experts to assist the DCAS test development team,

please describe efforts that will be taken to select a diverse and inclusive group of individuals.

- The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.
- The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.

- The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

Additional Comments:

The agency has a robust procedure in place to assist DCAS in supplying subject matter experts to participate fully in DCAS exam development. We supply the demographics and ensure that appropriate individuals are selected to participate.

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

In FY 2020, the agency EEO Officer will do the following:

PRE-SELECTION:

- Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- Actively monitor agency job postings.
- 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.
- Provide feedback to the hiring manager after the EEO Officer's assessment.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- May observe interviews when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Other: _____

POST-SELECTION:

- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns.
- Review hiring package for review and approval.
- Other: _____

Additional Comments:

8. 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 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 2020.
- The agency will analyze the impact of layoffs or terminations on racial, gender and age groups.
- 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

Training Topic	Type of Audience (e.g. Front-Line Staff, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. EEO Awareness (classroom)	New Hires & Promotions or Retraining	2,500	*
2. Everybody Matters (D&I) (classroom)	Administered by DCAS	100+	*
3. Everybody Matters (D&I) (e-learning)	Administered by DCAS	500+	*
4. EEO (e-learning and classroom) – Executive Order 16	Administered by NYPD to all agency staff	45,000+	*
5. Sexual Harassment Prevention (e-learning)	All agency staff	45,000+	*
6. Sexual Harassment Prevention (classroom)	All agency staff	TBD	*
7. Disability Etiquette (e-learning)	Administered by DCAS	500+	*

[NYPD] FY 2020 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

8. Structured Interviewing and Unconscious Bias (classroom)	Administered by DCAS Managers and supervisors	500+	*
9. Other (specify): ADA Training (e-learning)	NYPD All agency staff	45000+	*

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.

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 grants or denies request 30 days after submission or as soon as possible.

The Deputy Commissioner, Equity and Inclusion as a designee of the Police Commissioner must review and grant or deny the appeal fifteen (15) days after submission of appeal. If NOT the agency head, please provide the name and title of the designee: _____

The agency follows the City’s Reasonable Accommodation Procedure.

The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation Tracking System and update the information as they occur.

The agency analyzes the reasonable accommodation data made at the agency.

Describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

The Research and Evaluation Unit of the Office of Equity and Inclusion has developed an assessment tool to assist with statistical analysis of volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals. The utilization of these reporting tools is underway.

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

A. 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, the training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All the front-line supervisors, managers and employees were re-trained during FY 2019.
- All managers\supervisors will be re-trained by March 7, 2021.
- All front-line employees will be re-trained by March 7, 2021

Training Topic	Type of Audience	Target Number of Participants	Targeted Dates
IgbTq – Power of Inclusion (classroom -e-learning) DCAS administered	Supervisors	200	*
	Front Line Staff	800	

- 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.

Additional Comments:

B. Executive Order 21 (2016): Prohibition on Inquiry regarding Job Applicant’s Pay History

- The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history.
- All personnel involved in job interviews will be required to go through Structured Interviewing and Unconscious Bias Training.

Additional Comments:

All forms and documents used in candidate selection, investigation, and payroll have been examined and made free of salary inquiries.

C. 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. Current employees will be trained annually.

Training Topic	Type of Audience	Target # of participants	Targeted Dates
1. Sexual Harassment Prevention (classroom)	Uniformed and Civilian Members of Service	Ongoing for 55k+ employees	*
2. Sexual Harassment Prevention (e-learning)	Uniformed and Civilian Members of Service	Ongoing for 55k+ employees	*

Additional Comments:

* Preparation of the NYPD Sexual Harassment Training Modules (classroom and e-learning) commenced on 11/2019. Affirmation document for DCAS approval was prepared.

D. Local Law 93 (2018): Risk Assessment Survey & Initiatives to reduce/minimize risk of sexual harassment.

Please provide a summary of agency initiatives to address the risk of sexual harassment and devise responsive strategies to minimize such risk. Please refer to the risk assessment survey conducted in 2018 and indicate if the initiatives were completed or are continuing.

	Initiative(s)	Who is Responsible for implementing the initiative(s)?	Timeframe\Timeline
Risk 1 Homogenous Workplace	<ul style="list-style-type: none"> Continued recruitment efforts to address inclusivity and equity in specific job groups, particularly those identified in the DCAS Underutilization Report 	Personnel Bureau The Office of Equity and Inclusion (OEI)	<u>Ongoing</u> <input checked="" type="checkbox"/> <u>Completed</u> <input type="checkbox"/>
Risk 2 Cultural and Language Differences in the workplace	<ul style="list-style-type: none"> Development of workplace culture assessment. Revision of OEI/ EEOD conferral process for command-level leadership Mediation Program facilitated by O.A.T.H. 	The Office of Equity and Inclusion (OEI)	<u>Ongoing</u> <input checked="" type="checkbox"/> <u>Completed</u> <input checked="" type="checkbox"/>
Risk 3 Workplaces with Significant Power Disparities	<ul style="list-style-type: none"> Dissemination of sexual harassment and EEO guidelines. Fair and Impartial Policing Seminar for uniformed personnel 	<u>EEO Division of OEI</u> <u>Training Bureau</u>	<u>Ongoing</u> <input checked="" type="checkbox"/> <u>Completed</u> <input type="checkbox"/>
Risk 4 Isolated Workplaces	<ul style="list-style-type: none"> Increased access to technology/smartphones – proposal forthcoming 	<u>Information Technology Bureau</u>	<u>Ongoing</u> <input checked="" type="checkbox"/> <u>Completed</u> <input type="checkbox"/>
Risk 5 Decentralized Workplaces	<ul style="list-style-type: none"> Increased access to technology/smartphones – proposal forthcoming 	<u>Information Technology Bureau</u>	<u>Ongoing</u> <input checked="" type="checkbox"/> <u>Completed</u> <input type="checkbox"/>
Other Findings			<u>Ongoing</u> <input type="checkbox"/> <u>Completed</u> <input type="checkbox"/>

E. Local Law 97 (2018): Annual Sexual Harassment Reporting

- The agency will input sexual harassment complaint data on the DCAS Citywide Complaint Tracking System, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will input **all types of complaints** in the complaint data on the DCAS Citywide Complaint Tracking System, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will ensure that complaints are closed within 90 days.

Additional Comments:

F. Local Law 101 (2018): Climate Survey

Describe how additional insights gained from the analysis of the citywide Climate Survey will influence your agency workforce/workplace/community initiatives.

The agency, in collaboration with DCAS, has conducted a climate survey and:

- analyzed results of the response data sent by DCAS.
- implemented the following initiatives to address concerns raised in the Climate Survey:
Initiatives are unknown at the time of this report, as results of the survey have not been disseminated to this agency.

- The agency will provide a report to DCAS on the above initiatives by January 31, 2020.
[NOTE: DCAS is mandated to submit a report on Action Plan to the Mayor and the Speaker of the Council].

Additional Comments:

An updated Climate Survey Action Plan was submitted by NYPD on February 25, 2020 that has been included in the addendum below on page 24.

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 EEPC or another governmental agency specific to our EEO practices.

The agency is currently being audited or preparing responses to an audit conducted by the EEPC or [_____ another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020 to include and implement EEPC 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 _____].

Attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.

The agency was involved in an audit conducted by the EEPC or [_____ another governmental agency – please specify] specific to our EEO practices. This agency will continue/be required to implement measures during the year that this plan is in effect (please attach a copy of the audit findings.)

NOTE: Final Agency Head's signature and date should be set only after you receive DCAS' approval of the plan.

Dermot Shea.

Print Name of Agency Head

Dermot Shea

Signature of Agency Head

8/18/20

Date

**APPENDIX
Contact Information**

Please provide contact information (name, title, office address, telephone number and e-mail address) for the following individuals at your agency:

1. Agency EEO Officer: Tanya Meisenholder, Deputy Commissioner, Equity and Inclusion, 1Police Plaza, Rm 1200, New York, NY 10038, 646-610-8139
2. ADA Coordinator Michael Melocowsky, Director, Equal Employment Opportunity Division, Equity and Inclusion, 1Police Plaza, Rm 1200, New York, NY 10038, 646-610-5330
3. Disability Rights Coordinator Michael Melocowsky, Director, Equal Employment Opportunity Division, Equity and Inclusion, 1Police Plaza, Rm 1200, New York, NY 10038, 646-610-5330
4. Disability Services Facilitator Michael Melocowsky, Director, Equal Employment Opportunity Division, Equity and Inclusion, 1Police Plaza, Rm 1200, New York, NY 10038, 646-610-5330
5. 55-a Coordinator- M. Alexa Samarotto, Executive Director, Human Capital Division, 1 Police Plaza, New York, NY 10038
6. Career Counselor(s) Desiree Richardson, Administrative Staff Analyst, Career Enhancement Division, Personnel Bureau, 1Police Plaza, New York, NY 10038
7. Training Liaison(s) Monica Brooker, Executive Director, Equity and Inclusion, 1Police Plaza, Rm. 1204, New York, NY 10038, 646-610-5330

The action items for the NYPD identified in the NYC Climate Survey Report:

1. Develop and implement training and communications targeted to enhance employee knowledge and familiarity with the post EEO- complaint submission process.
 - a. EEO posters and bulletins (online and hard-copy) have been updated throughout the quarter.
 - b. EEO complaint and post-complaint process information has been simplified and made more accessible. The revised graphic flowchart is undergoing final review for posting on the NYPD employee portal.
 - c. Additional EEO and sexual harassment training was provided to EEO Liaisons (located in a majority of NYPD commands) to ensure dissemination of EEO policy and sexual harassment prevention (bystander and Mandated reporter information).
 - d. EEO Sexual Harassment training is now a mandatory component of promoted leaders - leadership training.

2. Continue to monitor employee knowledge and familiarity with EEO policies and processes by re-surveying employees in 2020.
 - a. The annual NYPD Employee Survey, which is administered in early February asks employees about knowledge of the NYPD EEO policy.