

Boise Fire Department

Civil Rights Title VI Plan Supplement



FY 2015

INTRODUCTION

This EEOP is for calendar year 2015, effective January 1, 2015. At a minimum, the Boise Fire Department will review the EEOP plan on an annual basis at the start of each fiscal year, beginning October 1st, and update as needed. Additionally, the EEOP plan will be updated to incorporate as needed any recommendations provided by the United States Department of Justice or other relevant federal government department or agency.

No Federal agency has found the City of Boise Fire Department to be in noncompliance with a civil rights requirement.

POLICY STATEMENT

It is the express policy of the Boise Fire Department to be firmly committed to provide services and programs consistent with Title VI of the Civil Rights Act of 1964, as amended, by affording equal employment opportunity to qualified individuals regardless of race, color, gender, religion, national origin or disability status throughout the employment practice, including but not limited to recruiting, hiring training, compensation, benefits, promotions, transfers, layoffs, discipline and other terms, conditions and privileges of employment. Boise Fire shall continue to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Chief of Fire, Office of the Mayor, or Title VI Coordinator. The City of Boise's Title VI Coordinator is responsible for providing leadership, direction and policy to ensure compliance with Title VI.

For additional information on the City of Boise Fire Department's non-discrimination obligations or for information on filing a complaint, please contact BOISE FIRE Personnel or the Title VI Coordinator:

- By mail addressed to either:
Title VI Coordinator
625 West Idaho Street
P.O. Box 500
Boise, ID 83701-0500
- By fax addressed to:
Title VI Coordinator
(208) 384-3868
- By e-mail to: TitleVICoordinator@cityofboise.org
- Complaint forms are available on the city website at www.cityofboise.org

Dissemination of Public Notice

The above policy statement is the notice that is located on the Boise Fire Department website at [http://Fire.cityofboise.org/home/join-Boise Fire/](http://Fire.cityofboise.org/home/join-Boise%20Fire/).

OBJECTIVES

The City of Boise and its Fire Department is an Equal Opportunity/Affirmative Action employer. The Boise Fire Department will not tolerate unlawful discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions, disability, sexual orientation or genetic information. The Boise Fire Department expressly acknowledges that the race, color, religion, sex, national origin, handicap, or age of an individual should not serve as a barrier to his or her equal opportunity for employment.

State and Federal laws and regulations bar discrimination in employment. Notably, the Equal Pay Act of 1963, the Civil Rights Act of 1964, Presidential Executive Order 11246, the Age Discrimination Act of 1969, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 prohibit employment discrimination based on race, color, religion, sex, national origin, age, or handicap. Under the 1972 amendments to Title VII of the Civil Rights Act of 1964, coverage was extended to all state and local governments, governmental agencies and political subdivisions. The Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities.

The Boise Fire Department recognizes that the mere elimination of discriminatory barriers to employment is often not in itself sufficient to provide equal opportunities. Consciously or unconsciously, practices or conditions may exist which adversely affect the employment opportunities of entire groups of people, most notably women, members of minority groups, and handicapped persons.

A plan for equal employment opportunity will be adopted annually by the Boise Fire Department to support and fulfill the City of Boise's commitment to equal employment opportunity through positive and aggressive measures.

As part of its Equal Employment Opportunity Plan, the Boise Fire Department will work with the City of Boise's Human Resources Department to develop, implement and maintain specific, comprehensive plans relating to the recruitment, selection, promotion, training and retention of personnel, which set specific, measurable goals throughout the agency. This plan shall ensure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation.

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Step 4b: NARRATIVE UNDERUTILIZATION ANALYSIS

Utilization Analysis Narrative: In review of the Utilization Analysis Chart, based on the *EEO State and Local Government Job Groups by Sex, Race/Ethnicity for Residence Geography*, the following observations were made:

	Total	Female		Black		Am Ind		Asian		PACF		Hispanic	
Protective-BFD	259	1	0.4%	1	0.4%	2	0.8%	4	1.5%	1	0.4%	4	1.5%
Census-Idaho			16.0%		0.7%		3.0%		0.5%		0.0%		3.2%
Officials-BFD	8	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	13%
Census-Idaho			53.4%		0.3%		0.6%		2.2%		0.1%		3%
Admin-BFD	8	8	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Census-Idaho			65.7%		0.5%		0.9%		0.7%		0.3%		4.4%
Technical-BFD	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Census-Idaho			53.3%		0.6%		1.0%		2.2%		0.1%		3.1%

Protective Service/Firefighters/EMS

There are 259 positions in this job classification. The representation of females in the community workforce has a utilization rate of 16% while the Boise City Fire Department has a utilization of .4%. Race utilization is close to the state statistics.

Officials

The Professionals job category includes eight positions. Seven of those positions are held by Caucasian males. One position is held by a Hispanic male. There appears to be underutilization of females in this job category, although there may not be enough positions in this category to be statistically comparable.

Administrative Support

All eight positions are held by white females. There appears to be underutilization of males in this job category, although there may not be enough positions in this category to be statistically comparable.

Technicians

There is only one position in this job category.

Skilled Craft

There are no positions in this job category.

Service/Maintenance

There are no positions in this job category.

WORKFORCE ANALYSIS

Analysis of Service Population and Department Composition

A. Data Analysis

Table A provides an analysis of the population make up by the variable of race based upon the 2010 Census, the most recent data available. The dominant racial group living within the service area (City of Boise), and the recruitment area (State of Idaho), is Caucasians. Caucasians constitute 89.0% of the city population and 89.1% of the state population. Given the predominance of whites, there is no other dominant minority group. African Ancestored Americans account for 1.5 % of the City population and 0.6 percent of the state population. Asian/Pacific Islanders account for 3.2% of the City population and 1.2 percent of the state population. Total minority population for the City of Boise is approximately 11%.

<http://quickfacts.census.gov/qfd/states/16/1608830.html> accessed 1/8/2014

Step 5 & 6: Objectives and Steps: Our objective is to recruit and provide equal employment opportunities for females when our organization fills vacancies that become available in the firefighter positions.

1. Recruitment and Advertising: It is the policy of the Boise Fire Department to seek out and employ well-qualified individuals to perform the tasks and functions of the Department to the greatest practical benefit of City residents, businesses, and institutions. Furthermore, it is our policy to treat each person with the respect, dignity and integrity due to him or her as an individual. The Boise Fire Department prohibits discrimination in all phases of the employer-employee relationship including recruitment, selection, training, retention, promotion, discipline and any other aspect of personnel administration for reasons of political or religious opinion or affiliations; or because of race, color, national origin, physical disability, handicap, sexual orientation, or age (except where physical requirements constitute a bona fide occupational qualification necessary to properly and efficiently function on the job) or any other non-merit factor.

The Boise Fire Department will regularly monitor the composition of its work force and service community to determine if there exists a disparity in the representation of minorities or women in the work force in relationship to their representation in the service community. Where an analysis indicates such a disparity, the Boise Fire Department will take voluntary action to eliminate barriers to equal employment opportunity. The Boise Fire Department reaffirms its commitment to take action to ensure fairness and impartiality in all hiring and employment practices.

In efforts to recruit qualified minorities and women, the Boise Fire Department strives to communicate with these groups in various ways, including annual written affirmation of the Boise Fire Department's commitment to EEO. Recruitment postings sent out to these organizations during recruitment drives to encourage them to refer qualified minorities and women for open positions. The Boise Fire Department will develop, implement and maintain a Recruitment Policy specifying specific procedures to be followed during recruitment.

The Boise Fire Department's Recruitment Policy will be reviewed and updated continuously to ensure compliance with all applicable State and Federal guidelines. The Recruitment policy will set forth specific measurable methods of advertising and disseminating recruitment information. Methods will be designed to specifically target groups that have been determined to be underutilized by the Boise Fire Department.

- a. Our organization will designate our recruitment team to serve as a liaison and outreach coordinator to female focused institutions, professional organizations, charitable foundations and educational opportunities in the next twenty four months

- (1-2 hiring cycles). We will make contact with Boise State University Criminal Justice students, Beta Sigma Phi Sorority, Women's Fitness Association, and at least three other female focused groups.
- b. Our organization will review all employment organizational data related to this hiring category to identify any issues that may pose barriers for females; review the job posting and advertising practices to determine whether there are in-house mentoring and advancement opportunities; evaluate the hiring, retention, and attrition rates for the firefighter positions regarding female applicants.
 - c. Based on the review of the employment data, we will design an action plan for the next budget cycle to attract more female sworn officers. We will review our action plan and evaluate our progress at the end of the two year budget cycle.
2. Employment Procedures: The Boise Fire Department will explain procedures and policies to all applicants applying for positions in the agency. This will include dissemination of information at recruitment drives to ensure consideration of qualified female and minority applicants in underrepresented categories.
 3. Employment and Selection: The Department will review all applications and work with members of the recruitment team to assure appropriate consideration is given to all qualified candidates. Applications will be reviewed for minimum requirements to ensure conformance with State and Federal employment standards. A Job Task Analysis and Classification Policy will be developed, implemented and maintained in order to ensure that job requirements are appropriate and continuously updated. This practice will help insure that job requirements are valid for the position being filled. Inflated requirements may rule out under-represented candidates who are in fact capable of performing the job.
 4. Training: The Boise Fire Department will ensure equal access to training regardless of race, gender, national origin, physical disability, handicap, sexual orientation, age, political or religious opinion or affiliations. The training division will assist in the development and evaluation of the training process to include assurances that equal access to training is afforded to every member of the Boise Fire Department.
 5. Discrimination Complaints: Procedures have been developed to resolve those situations where an applicant or employee from a protected class feels that her/his rights have been violated. Applicants and employees may file complaints with the Title VI Coordinator or Boise Fire Personnel. All complaints will be investigated. Applicants and employees have the right to file discrimination complaints related to employment practice or procedure with federal, state, or local compliance agencies. Employees are expressly

prohibited from retaliating against, or harassing an employee who has filed a discrimination complaint.

6. **Sexual Harassment Complaints:** Applicants and employees may file sexual harassment complaints with the Title VI Coordinator or Boise Fire Personnel. All complaints will be investigated. Applicants and employees have the right to file sexual harassment complaints with federal, state, or local compliance agencies. Employees are expressly prohibited from retaliating against or harassing an employee who has filed a sexual harassment complaint
7. **Internal Auditing and Reporting:** Internal audit and reporting of all policies and procedures contained within the Boise Fire Department's Equal Employment Opportunity Plan is accomplished through the offices of the Title VI Coordinator. Policies will be reviewed, updated, approved and redistributed on a continuous basis. The Title VI Coordinator will maintain and monitor records on applications, selections, promotions, disciplinary actions and terminations. Monitoring of application, selection and promotional records will include a comprehensive review to ensure a definitive focus on underutilized groups within each job category. Disciplinary and termination records will be monitored to ensure the fair and impartial representation of any underutilized group.

DISSEMINATION

Internal Dissemination

1. The Equal Employment Opportunity Plan will be provided to all employees during the orientation process.
2. The intent of the Equal Employment Opportunity Plan and individual responsibility for the implementation of the plan will be discussed periodically at elected official and department head staff meetings.
3. Periodic meetings will be held with all managers and all supervisory personnel to assure compliance with EEOP standards. This will assist managers in identifying problem areas, and in the formulation of effective solutions.
4. Informal discussions will be held with Boise Fire Department employees, as required, regarding the Equal Employment Opportunity Plan.
5. The Equal Employment Opportunity Plan, along with required state and federal EEO notices will be posted on bulletin boards throughout the Boise Fire Department.
6. The necessity for complying with Federal Equal Employment Opportunity regulations will be discussed and communicated with union officials periodically in an effort to secure their understanding and cooperation. All contractual provisions will be reviewed to ensure they are nondiscriminatory.
7. The Boise Fire Department's Equal Employment Opportunity Plan will be disseminated periodically to members of the Boise Fire Department during annual in-service training forums.

External Dissemination

1. The Boise Fire Department's Equal Employment Opportunity Plan will be posted on the department's web site to ensure easy access by members of the community.
2. All employment opportunity announcement forms and recruitment advertising will contain the message: "Equal Opportunity Employer."
3. The Boise Fire Department's employment application will continue to be periodically reviewed to determine compliance with the latest state and federal EEO regulations, to ensure each applicant is provided the maximum opportunity to display her/his related qualifications.
4. Recruiting sources, including non-profit minority and female organizations, will be annually informed in writing of the Boise Fire Department's Equal Employment Opportunity Plan and commitment to recruitment diversity. The Boise Fire Department welcomes suggestions of additional recruiting sources.
5. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of our Equal Employment Opportunity Plan.
6. The Boise Fire Department will be represented at recruitment functions, meetings of community groups, local schools, colleges, and training programs, reasserting the Department's commitment to the Equal Employment Opportunity Plan.

EEOP Contact Information and Complaint Process

All Title VI complaints and/or concerns will be handled by the City's Title VI Coordinator, who will monitor the receiving, processing, and resolution of all complaints and independently investigate complaints consistent with federal law and regulations.

Initial Receipt of Written Complaint. Boise Fire Personnel will log the complaint into a tracking database, and promptly send copies of the complaint to the following: the City of Boise Title VI Coordinator, Human Resources, the Boise City Attorney's Office, and the Fire Chief. If complaint is made directly to the Title VI Coordinator, the Coordinator will provide a copy to Boise Fire Personnel where appropriate.

Acceptance of Complaint and Procedure. The City's Title VI Coordinator will be responsible for analyzing and investigating all problems submitted by citizens. All individuals submitting a Title VI Complaint will be contacted by the City's Title VI Coordinator within 10 working days. The Title VI Coordinator will notify the complainant in writing that the complaint is accepted or that the complaint is not accepted. If the complaint is not accepted, the Coordinator will state why. If the complaint is not accepted because additional information is needed, the complainant will be told what information is needed and that the complainant has thirty days from the date of the

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letter to send the requested information. The City's Title VI Coordinator will seek resolution of complaints within ten (10) working days where possible. A maximum of an additional ten (10) working days will be allotted for resolution, for a total of twenty (20) days.

Assignment of Investigator. The Title VI Coordinator will immediately begin the investigation or designate an investigator.

Contact with Complainant. The Title VI Coordinator may meet with the complainant to clarify the issues and obtain additional information.

Dismissal of Complaints. The Title VI Coordinator may dismiss a complaint and issue a letter of closure if the complainant withdraws the complaint, the complainant fails to respond to a request for additional information, the complaint is untimely, the complainant cannot be located or the complaint is determined to be legally or factually insufficient.

Investigation Report Letter. Upon completion of an investigation, the Title VI Coordinator will issue one of two letters to the complainant: a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and information and explains whether any disciplinary action, additional training or other action will occur.

Any questions, requests for additional information, or comments on the City of Boise Fire Department's non-discrimination obligations or for information on filing a complaint regarding this plan should be directed to the Title VI Coordinator or Boise Fire Personnel:

- By mail addressed to either:
Title VI Coordinator
601 West Idaho Street
P.O. Box 500
Boise, ID 83701-0500
- By fax addressed to:
Title VI Coordinator
(208) 384-3868
- By e-mail to: TitleVICoordinator@cityofboise.org
- Complaint forms are available on the city website at www.cityofboise.org