



MEMORANDUM



Date of Issue January 1, 2020		Effective Date January 1, 2020	No. 20-01
Subject AFFIRMATIVE ACTION RECRUITING PLAN		Distribution A	Amends 17-01, issued 07/01/17
Reference CALEA 31.2.1, 31.2.2, 31.2.3		Rescinds 86-01, issued 07/01/86 91-01, issued 12/31/91 96-01, issued 05/01/96 97-01, issued 01/30/97 01-01, issued 11/07/01 04-02, issued 12/06/04 07-01, issued 08/21/07 08-01, issued 01/05/08 10-01, issued 12/10/10 14-01, issued 01/01/14	

DISCUSSION:

Enclosed are revised objectives through **December 31, 2022**. Please note that this plan presumes staffing increases and attrition.

It is important that all personnel support the efforts to recruit a talented, diverse, fully qualified staff. Any questions regarding this plan should be brought to the attention of the Chief of Police.

Steven R. Casstevens
CHIEF OF POLICE

Attachment

BUFFALO GROVE POLICE DEPARTMENT AFFIRMATIVE ACTION RECRUITING PLAN

PURPOSE:

To establish a recruiting plan directed specifically to the hiring of minorities and women to represent an equitable distribution of the work force that is representative to the agency service area. This will be further accomplished in accordance with *General Order A-06, Recruitment & Selection*.

OBJECTIVE:

- A. To actively encourage minority and women applicants for the position of police officer and CSO/Desk Officer.
- B. To hire minority personnel and women when they place high enough on the Police Officers' eligibility list established by the Fire and Police Commission.

PLAN OF ACTION:

- A. The recruiting plan for the agency shall be based on actual or forecasted positions that may occur through the period **December 31, 2022**.
- B. The primary purpose of the recruiting plan is to provide a ratio of minority group employees in approximate proportion to the minority population in the Village, and to encourage the employment of women.

GOAL:

To achieve sworn minority and female representation as follows:

- 1. Females: 10
- 2. Asian: 2
- 3. Hispanic: 2
- 4. African American: 2

To achieve CSO/DO minority and female representation as follows:

- 1. Females: 1
- 2. Asian: 1

(Based upon a cadre of 63 sworn and 4 full-time Community Service Officers/Desk Officers)

RESPONSIBILITY:

It is the responsibility of each agency employee to actively encourage qualified minority applicants for entry-level job positions within the agency.

The Affirmative Action Recruiting Plan will be administered by the Deputy Chief of Administration, or designee, under the direction of the Chief of Police and shall be reviewed and reissued every three (3) years.

KEY ACTIVITIES:

- A. Projected Vacancies: The plan presumes a total of five (5) vacancies through December 31, 2022.
- B. Implement recruiting efforts at least three months prior to any testing cycle for sworn positions.
- C. Target CSO selections from the patrol officer eligibility roster, with a focus upon female and minority candidates.
- D. Visit college/university career programs, especially those related to recruiting minority students.
- E. Target the Armed Forces for recruiting purposes.
- F. Advertise recruitment information to minority publications.

PLAN EVALUATION:

- A. The Chief of Police will review and evaluate each recruitment sequence prior to implementation.
- B. Effectiveness will be evaluated after the posting of eligibility rosters, and a review of CSO hiring.

FUNDING:

Funding for this plan will be included in the annual budget, account *100.45.510.22 – Recruitment*.

HISTORY:

CUMULATIVE OVERALL PARTICIPATION TESTING CYCLES 2011 – 2019

BGPD	2019	2017	2015	2013	2011	Cumulative
Male	54 – 77%	165 – 79%	206 – 80%	294 – 83%	345 – 83%	1064 – 81%
Female	16 – 23%	43 – 21%	50 – 20%	61 – 17%	72 – 17%	242 - 19%
TOTAL	70 – 100%	208 – 100%	256 – 100%	355 – 100%	417 – 100%	1306 – 100%

White	53 – 76%	143 – 69%	196 – 77%	279 – 79%	318 – 76%	989 -76%
Black	2 – 2%	7 – 3%	4 - 1%	13 – 4%	14 – 3%	40 – 3%
Hispanic	13 – 20%	49 -24%	45 – 18%	46 – 13%	57 – 14%	210 – 16%
Asian	2 – 2%	9 - 4%	11 – 4%	17 – 5%	26 – 6%	65 – 5%
Nat. Amer.	0 -0%	0 – 0%	0 – 0%	0 – 0%	2 - <1%	2 - <1%
TOTAL	70 – 100%	208 – 100%	256 – 100%	355 – 100%	417 – 100%	1306 – 100%

DISTRIBUTION:

This plan shall be disseminated to all sworn personnel and the Board of Fire and Police Commissioners.

OVERVIEW:

OVERVIEW OF SERVICE POPULATION AND AGENCY COMPOSITION

Table 1. Village of Buffalo Grove – Population by Gender

Gender	Number	Percent %
Male	20,073	48.4
Female	21,423	51.6
TOTAL	41,496	100%

U.S. Census Bureau 2010

Table 2. Village of Buffalo Grove – Population by Race

Race	Number	Percent %
One Race	40,849	98.4
White	33,122	79.8
Black/African American	416	1.0
American Indian/Alaskan Native	67	0.2
Asian	6,639	16.0
Native Hawaiian/Other Pacific Islander	18	0.0
Some Other Race	587	1.4
Two or More Races	647	1.6
Hispanic or Latino (of any Race)	2,040	4.9

U.S. Census Bureau 2010

Table 3. Buffalo Grove Police Department Sworn Officer – Population by Gender

Gender	Number	Percent %
Male	51	81
Female	12	19
TOTAL	63	100%

BGPD Employee Census 2019

Table 4. Buffalo Grove Police Department Sworn Officer – Population by Race

Gender	Number	Percent %
White	56	89
Black/African American	2	3
American Indian/Alaskan Native	0	0
Asian	1	2
Native Hawaiian/Other Pacific Islander	0	0
Some Other Race	0	0
Two or More Races	0	0
Hispanic or Latino	4	6
TOTAL	63	100%

BGPD Employee Census 2019

Table 5. BG Village Population compared to Police Department Sworn Officer – Population by Gender

Gender	Village#	Percent %	PD#	Percent %
Male	20,073	48.4	50	81
Female	21,423	51.6	12	19
TOTAL	41,496	100%	63	100%

U.S. Census Bureau 2010
BGPD Employee Census 2019

Table 6. BG Village compared to Police Department Sworn Officer – Population by Race

Race	Village#	Percent%	PD#	Percent%
White	33,122	79.8	56	89
Black/African American	416	1.0	2	3
American Indian/Alaskan Native	67	0.2	0	0
Asian	6,639	16.0	1	2
Native Hawaiian/Other Pacific Islander	18	0.0	0	0
Some Other Race	587	1.4	0	0
Two or More Races	647	1.6	0	0
Hispanic or Latino	2,040	4.9	4	6

U.S. Census Bureau 2010
BGPD Employee Census 2019