

EEOP Utilization Report



Thu Dec 05 10:03:00 EST 2013

Step 1: Introductory Information

Grant Title: COPS Hiring Program Grant **Grant Number:** 2013ULWX0013
Grantee Name: Okaloosa County Sheriff's Office **Award Amount:** \$1,401,158.00
Grantee Type: Local Government Agency
Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579
Contact Person: George Collins **Telephone #:** 850-651-7410
Contact Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579
DOJ Grant Manager: Keith Glaeske **DOJ Telephone #:**

Grant Title: Officer Safety Enhancement Project **Grant Number:** 2012-DJ-BX-1038
Grantee Name: Okaloosa County Sheriff's Office **Award Amount:** \$27,194.00
Grantee Type: Local Government Agency
Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579
Contact Person: George Collins **Telephone #:** 850-651-7410
Contact Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579

State Granting Agency: Okaloosa County **Grant Number:** 2012-DJ-BX-1038
Contact Name: Brenda Bailey
Contact Address: 1804 Lewis Turner Blvd Ste 206
Fort Walton Beach, Florida
32547
Telephone #: 850-609-3047

Grant Title: Florida Coalition Against Domestic Violence **Grant Number:** 14-8019-LE-ENH
Grantee Name: Okaloosa County Sheriff's Office **Award Amount:** \$66,484.00
Grantee Type: Local Government Agency
Address: 1250 N. Eglin Parkway
Shalimar, Florida

32579

Contact Person: George Collins **Telephone #:** 850-651-7410
Contact Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579
DOJ Grant Manager: Beverly Gregory **DOJ Telephone #:** 850-425-3091

Grant Title: FY13 Edward Byrne Memorial Justice Assistant Grant **Grant Number:** 2013-DJ-BX-1067

Grantee Name: Okaloosa County Sheriff's Office **Award Amount:** \$29,471.00

Grantee Type: Local Government Agency

Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579

Contact Person: George Collins **Telephone #:** 850-651-7410

Contact Address: 1250 N. Eglin Parkway
Shalimar, Florida
32579

State Granting Agency: Okaloosa County **Grant Number:** 2013-DJ-BX-1067

Contact Name: Brenda Bailey

Contact Address: 1804 Lewis Turner Blvd Ste 206
Fort Walton Beach, Florida
32547

Telephone #: 850-651-7200

Policy Statement:

The policy of the Okaloosa County Sheriff's Office is to foster, maintain and promote equal employment opportunity for all persons without regard to race, color, national origin, religious beliefs, gender, marital status, handicap or any other non-merit characteristic.

The agency's policy extends to all personnel actions, including recruiting, hiring, training, job assignments, transfers, promotions, compensation, benefits, and disciplinary actions.

The Human Resources Manager is responsible for monitoring EEO initiatives and making recommendations to the Sheriff or his designee.

This Equal Employment Opportunity Plan (EEOP) will become effective immediately upon the signature of the Sheriff and the plan will remain in effect for the duration of the Sheriff's term in office. This plan will be updated every two (2) years unless otherwise required by law.

Step 4b: Narrative Underutilization Analysis

A review of the Utilization Chart indicates a need to enhance the goals and objectives to increase the utilization of females in the Sheriff's Office sworn workforce. This is in comparison to the availability of females in the community and based on the representation of Patrol Officers to the Civilian Labor Force in the community (age group 18-34).

Law Enforcement continues to be a male dominated occupation, although females have made significant gains into the labor force over the past twenty-five (25) years.

Females (Caucasian, Black, and Hispanic) in addition to Males (Hispanic or Latino) are currently underrepresented in the Sheriff's Office workforce. The most notable job category is Protective Services.

The Sheriff's Office has made positive steps to employ, and promote females into the position of Deputy Sheriff. Beyond the Action Steps recommended, the Okaloosa County Sheriff's Office will review current employment procedures to discern if they are neutral in intent yet discriminatory in effect. The Sheriff's Office will seek ways to minimize or eliminate the procedures that are problematic. The next section of this Plan identifies specific objectives that support the Sheriff's commitment to make its workforce more reflective of published data.

Step 5 & 6: Objectives and Steps

1. Provide equal employment opportunities for women (Caucasian, Hispanic, Black) and men (Hispanic) when our organization fills vacancies that become available in the Sworn-Patrol Officers category.

a. The OCSO's recruitment and hiring procedures are designed to achieve a fair and adequate representation of diversity in the work force. The Sheriff's Office shall seek as its goal a workforce in which selections of qualified minorities, women and men occur at approximately their rate of availability. The Sheriff's Office shall take reasonable and diligent steps to reach out to available diverse groups with employment opportunities.

2. Identify any barriers in recruitment that might deter females (Caucasian, Hispanic and Black) and Males (Hispanic) from applying for entry-level Sworn-Patrol Officers.

a. In keeping with the Okaloosa County Sheriff's Office commitment to reflecting the current relevant workforce in terms of race and sex, the OCSO will examine its current hiring practices to determine if there are ways to attract more female deputies to the agency. The Human Resources department will establish a recruiting committee which consists of diverse members of the agency in various rank levels to meet quarterly to discuss recruiting strategies.

3. Target Females in recruiting efforts and promotional opportunities.

a. The Okaloosa County Sheriff's Office is fortunate in that it is the largest law enforcement agency in the county and the opportunities for employment attract many applicants. The salary and benefits offered for the geographical area are above those of smaller agencies creating a larger applicant pool. We will review and update the Sheriff's Office recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts. OCSO will also enhance upward mobility of all employees by assuring that opportunities for advancement are equally distributed while encouraging minority participation.

4. Review OCSO workforce statistics annually and make adjustments when needed.

a. Ensure that our recruitment plan accurately reflects the initiatives needed to maintain a workforce that mirrors our community.

Step 7a: Internal Dissemination

The Sheriffs Office EEO policy statement will be incorporated as part of the employee policy and procedure manual.

The Sheriffs Office will include the EEOP on the agencies internal website.

The Human Resources Manager will maintain a bound copy of the EEOP Utilization Report, which will be available for review. Periodically, the Sheriff's Command Staff will review and discuss the agency's compliance to the Report and address any problem areas, along with recommendations for effective solutions.

Step 7b: External Dissemination

Post a copy of the EEOP Utilization Report on the Okaloosa County Sheriff's Office public website.

The Sheriff's Office will add to all job announcements the following: provides equal access and equal opportunity in employment and services and does not discriminate.

Utilization Analysis Chart
Relevant Labor Market: Okaloosa County, Florida

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,435/55%	275/2%	370/3%	4/0%	115/1%	0/0%	85/1%	0/0%	3,520/30%	125/1%	445/4%	65/1%	115/1%	0/0%	19/0%	65/1%
Utilization #/%	-15%	-2%	-3%	-0%	-1%	0%	-1%	0%	30%	-1%	-4%	-1%	-1%	0%	-0%	-1%
Professionals																
Workforce #/%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,630/41%	205/1%	550/3%	0/0%	265/2%	0/0%	110/1%	110/1%	6,810/42%	365/2%	500/3%	105/1%	300/2%	0/0%	90/1%	40/0%
Utilization #/%	-13%	-1%	-3%	0%	-2%	0%	-1%	-1%	29%	-2%	-3%	-1%	-2%	0%	-1%	-0%
Technicians																
Workforce #/%	7/41%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,130/37%	89/3%	105/3%	35/1%	35/1%	15/0%	10/0%	20/1%	1,195/39%	70/2%	180/6%	0/0%	90/3%	10/0%	55/2%	0/0%
Utilization #/%	4%	3%	-3%	-1%	-1%	-0%	-0%	-1%	14%	-2%	-6%	0%	-3%	-0%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	63/86%	1/1%	1/1%	0/0%	1/1%	1/1%	1/1%	0/0%	4/5%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	1,405/63%	145/7%	165/7%	0/0%	25/1%	0/0%	65/3%	70/3%	295/13%	30/1%	30/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	-5%	-6%	0%	0%	1%	-2%	-3%	-8%	-1%	-1%	0%	0%	1%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	137/76%	3/2%	11/6%	1/1%	0/0%	4/2%	0/0%	0/0%	20/11%	1/1%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,035/35%	815/9%	875/10%	105/1%	29/0%	0/0%	55/1%	50/1%	2,405/28%	295/3%	840/10%	10/0%	150/2%	0/0%	20/0%	0/0%
Utilization #/%	41%	-8%	-4%	-1%	-0%	2%	-1%	-1%	-17%	-3%	-9%	1%	-2%	0%	-0%	0%
Protective Services: Non-sworn																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	70/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	10/18%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/70%	0/0%	5/9%	0/0%	0/0%	1/2%	0/0%	0/0%
CLS #/%	6,005/27%	315/1%	570/3%	0/0%	165/1%	0/0%	90/0%	65/0%	12,220/54%	960/4%	1,345/6%	100/0%	345/2%	0/0%	274/1%	90/0%
Utilization #/%	-9%	0%	-3%	0%	-1%	0%	-0%	-0%	15%	-4%	3%	-0%	-2%	2%	-1%	-0%
Skilled Craft																
Workforce #/%	4/80%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,240/77%	740/8%	570/6%	10/0%	55/1%	0/0%	60/1%	55/1%	425/5%	35/0%	60/1%	0/0%	125/1%	0/0%	10/0%	10/0%
Utilization #/%	3%	12%	-6%	-0%	-1%	0%	-1%	-1%	-5%	-0%	-1%	0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,160/39%	1,050/5%	1,525/7%	120/1%	435/2%	0/0%	210/1%	70/0%	7,600/33%	760/3%	1,060/5%	50/0%	885/4%	0/0%	220/1%	50/0%
Utilization #/%																

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers		✓							✓	✓	✓					

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Sheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Undersheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	6/86%	0/0%	0/0%	0/14%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	10/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	20/83%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%
Corporal																
Workforce #/%	22/85%	0/0%	1/4%	0/0%	0/0%	1/4%	0/0%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	137/76%	3/2%	11/6%	1/0%	0/0%	4/2%	0/0%	0/0%	20/11%	1/1%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]