

EEOP Short Form



Tue Sep 18 15:04:08 EDT 2012

Step 1: Introductory Information

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 #:	850-609-3047
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 #:	850-651-7200		

Grant Title:	Florida Coalition Against Domestic Violence	Grant Number:	13-8019-LE
Grantee Name:	Okaloosa County Sheriff's Office	Award Amount:	\$97,557.00
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

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 of 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 Sheriffs 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, Two or More Races, and Hispanic) in addition to Males (Two or More Races) are currently underrepresented in the Sheriffs Office workforce. The most notable job category is Protective Services.

The Sheriffs Office has made positive steps to employ, and promote females into the position of Deputy Sheriff. Beyond the Action Steps recommended, the Okaloosa County Sheriffs Office will review current employment procedures to discern if they are neutral in intent yet discriminatory in effect. The Sheriffs 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 Sheriffs 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, Two or More Races) and men (Two or More Races) 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 Sheriffs 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 Sheriffs 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 Two or More Races) and Males (Two or More Races) 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.
We will also meet with current female officers to obtain suggestions which may be used to attract more females to the hiring process.

3. Target Females in recruiting efforts and promotional opportunities.

- a. The Okaloosa County Sheriffs 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 Sheriffs 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 Short Form, which will be available for review.

Periodically, the Sheriffs Command staff will review and discuss the agency's compliance to the Plan and address any problem areas, along with effective solutions.

Step 7b: External Dissemination

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

The Sheriff's Office will add to all job announcements, or other communiqués using Sheriff's Office letterhead, 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,695/54%	120/1%	375/4%	10/0%	85/1%	0/0%	30/0%	3,715/35%	110/1%	210/2%	55/1%	175/2%	0/0%	20/0%
Utilization #/%	-4%	-1%	-4%	-0%	-1%	0%	-0%	15%	-1%	-2%	-1%	-2%	0%	-0%
Professionals														
Workforce #/%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,690/44%	115/1%	325/3%	4/0%	105/1%	10/0%	40/0%	5,860/45%	210/2%	350/3%	75/1%	90/1%	0/0%	25/0%
Utilization #/%	-7%	-1%	-3%	-0%	-1%	-0%	-0%	5%	-2%	10%	-1%	-1%	0%	-0%
Technicians														
Workforce #/%	6/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	915/42%	25/1%	55/3%	0/0%	25/1%	0/0%	4/0%	1,015/46%	65/3%	65/3%	0/0%	4/0%	10/0%	0/0%
Utilization #/%	-4%	-1%	-3%	0%	-1%	0%	-0%	16%	-3%	-3%	0%	-0%	-0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	68/87%	1/1%	2/3%	1/1%	2/3%	0/0%	0/0%	3/4%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	1,250/69%	40/2%	105/6%	20/1%	15/1%	0/0%	0/0%	320/18%	0/0%	60/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	18%	-1%	-3%	0%	2%	0%	0%	-14%	0%	-3%	0%	1%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	129/75%	3/2%	10/6%	1/1%	3/2%	0/0%	0/0%	22/13%	0/0%	0/0%	3/2%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	195/25%	0/0%	20/3%	10/1%	4/1%	0/0%	25/3%	455/59%	30/4%	4/1%	0/0%	4/1%	0/0%	25/3%
Utilization #/%	50%	2%	3%	-1%	1%	0%	-3%	-46%	-4%	-1%	2%	0%	0%	-3%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15/26%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	20/35%	14/25%	4/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	8/13%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	48/76%	0/0%	5/8%	0/0%	1/2%	0/0%	0/0%
CLS #/%	4,240/23%	160/1%	425/2%	40/0%	60/0%	10/0%	95/1%	11,040/61%	515/3%	990/5%	45/0%	395/2%	20/0%	155/1%
Utilization #/%	-11%	1%	-2%	-0%	-0%	-0%	-1%	15%	-3%	2%	-0%	-1%	-0%	-1%
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%
CLS #/%	7,145/80%	360/4%	515/6%	65/1%	70/1%	0/0%	65/1%	555/6%	19/0%	30/0%	10/0%	45/1%	0/0%	0/0%
Utilization #/%	-0%	16%	-6%	-1%	-1%	0%	-1%	-6%	-0%	-0%	-0%	-1%	0%	0%
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,790/41%	465/2%	1,185/6%	55/0%	270/1%	40/0%	130/1%	6,530/34%	415/2%	1,265/7%	30/0%	865/5%	20/0%	120/1%
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Officials								✓						
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
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%
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%
Major														
Workforce #/%	2/100%	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%
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%
Inspector														
Workforce #/%	2/100%	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%
Lieutenant														
Workforce #/%	11/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	17/81%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal														
Workforce #/%	28/88%	0/0%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	129/75%	3/2%	10/6%	1/2%	3/2%	0/0%	0/0%	22/13%	0/0%	0/0%	3/2%	1/1%	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 Short Form.

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

[signature]

[title]

[date]