

EEO Utilization Report

Organization Information

Name: Okaloosa County Sheriff's Office

City: Shalimar

State: FL

Zip: 32579

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

The policy of the Okaloosa County Sheriff's Office (OCSO) is to foster, maintain and promote equal employment opportunity for all persons without regard to race, color, religion, sex (including pregnancy), national origin, age, marital status, handicap/disability, genetic information, or any other non-merit characteristic.

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

The OCSO General Counsel is responsible for monitoring Equal Employment Opportunity 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.

This plan will be updated every two (2) years unless otherwise required by law.

Following File has been uploaded:General Order 12.02, Equal Employment Opportunity.pdf

Step 4b: Narrative of Interpretation

The utilization analysis chart reveals six concerns. Hispanic/Latino males and Black/African American males are underutilized in the Sworn-Patrol Officers job category and Hispanic/Latino males are underutilized in the Sworn-Officials job category. White females, Hispanic/Latino females, and Black/African American females are underutilized in the Sworn-Patrol Officers job category. This is in comparison to the availability of females and males in the community based on the representation of Patrol Officers to the Civilian Labor Force in the community (age group 20-34). These statistics are similar for neighboring law enforcement agencies. The Protective Services Sworn-Official classifications are Corporal, Investigator, Sergeant, Lieutenant/Inspector, Captain, Major and Undersheriff.

Sworn-Patrol Officer is a non-traditional career choice for females. Law Enforcement continues to be a male dominated occupation, despite significant gains made by females into the labor force over the past twenty-five (25) years. OCSO has taken positive steps to employ and promote females into the position of Deputy Sheriff.

OCSO hires certified Florida Department of Law Enforcement (FDLE) Officers. Individuals are certified by colleges and universities that offer the courses and exams required to obtain certification. Therefore, the applicant pool becomes dependent upon the law enforcement certification college and university enrollment. In addition, OCSO requires FDLE certified applicants to successfully pass a physical abilities test. OCSO will examine recruitment strategies and practices to determine ways to attract non-traditional personnel for positions in identified areas of underutilization. OCSO will also review current employment and promotional procedures to discern if they are neutral in intent yet discriminatory in effect. OCSO will seek ways to minimize or eliminate procedures that are problematic.

Step 5: Objectives and Steps

1. Provide equal employment opportunities for females (White, Hispanic/Latino, Black/African American) and males (Hispanic/Latino, Black/African American) when filling vacancies or retaining employees.

- a. The OCSOs recruitment and hiring procedures are designed to achieve a fair and adequate representation of diversity in the workforce. OCSO shall seek as its goal a workforce in which selections of qualified minorities, female and male, occur at approximately their rate of availability. OCSO shall take reasonable and diligent steps to reach out to diverse groups with employment opportunities.
- b. Recruitment strategies and procedures shall be supported by the job description, task analysis, classification and delineation of duties and responsibilities.
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2. Identify any barriers in recruitment that might deter females (White, Hispanic/Latino, Black/African American) and males (Hispanic/Latino, Black/African American) from applying for entry-level Sworn-Patrol Officer positions.

- a. In keeping with the OCSO 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 minorities and female deputies to the agency. The Human Resources department will establish a recruiting committee which consists of diverse members of the agency in various ranks to meet quarterly to discuss recruiting strategies.
- b. Recruit sufficient numbers of qualified applicants to fill existing and future vacancies, within forty-five (45) days of vacancy occurring.
- c. Actively recruit qualified female and minority applicants to fill vacant positions in an effort to maintain a workforce that mirrors the community.
- d. Ensure effective communication with candidates whose applications are pending to keep them informed of their status and maintain their interest in the agency.

- e. Initiate internal recruitment when possible in an effort to save resources.
- f. Meet with Recruiting Committee members to create a recruitment plan in an effort to broaden the recruitment initiatives.

3. Target minorities and females in recruiting efforts and promotional opportunities.

- a. OCSO 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 OCSO 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.

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.

5. Provide equal promotional opportunities to Sworn-Official classifications.

- a. Provide minorities and females Sworn-Patrol Officers opportunities to obtain skills and abilities in preparation for promotional opportunities.

Step 6: Internal Dissemination

The OCSO EEO policy statement will be incorporated as part of the employee policy and procedure manual. OCSO refers to policies and procedures as General Orders. All General Orders are contained in an on-line interactive document management program. Every Sworn and Non-Sworn OCSO employee is required to access and acknowledge the General Orders. The final, updated EEOP Utilization report will become an attachment to General Order 12.02 Equal Employment Opportunity. All Sworn and Non-Sworn employees will be required to access and acknowledge receipt of the EEOP Utilization report.

The General Counsel will maintain a bound copy of the EEOP Utilization report, which will be available for review. The Risk Management Department will make additional copies available to employees seeking a hard copy. Periodically, the Sheriffs Command Staff will review and discuss the agency's compliance with the report and address any problem areas, along with recommendations for effective solutions.

Step 7: External Dissemination

A copy of the EEOP Utilization report will be posted on the Okaloosa County Sheriffs Office public website.

The General Counsel will maintain a bound copy of the EEOP Utilization report, which will be available for public review. The Risk Management Department will make additional copies available to the public seeking a hard copy. All newly hired employees are advised that the EEOP utilization report and policy is available to them.

OCSO 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 #/%	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%
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 #/%	45%	-2%	-3%	-0%	-1%	0%	-1%	0%	-30%	-1%	-4%	-1%	-1%	0%	-0%	-1%
Professionals																
Workforce #/%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/69%	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 #/%	-10%	-1%	-3%	0%	-2%	0%	-1%	-1%	27%	-2%	-3%	-1%	-2%	0%	-1%	-0%
Technicians																
Workforce #/%	8/57%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	5/36%	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 #/%	20%	-3%	-3%	-1%	6%	-0%	-0%	-1%	-4%	-2%	-6%	0%	-3%	-0%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	60/90%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	5/7%	0/0%	0/0%	0/0%	1/1%	0/0%	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 #/%	27%	-7%	-6%	0%	-1%	0%	-3%	-3%	-6%	-1%	-1%	0%	1%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	171/73%	9/4%	13/6%	0/0%	3/1%	0/0%	0/0%	1/0%	32/14%	2/1%	1/0%	0/0%	1/0%	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 #/%	38%	-6%	-4%	-1%	1%	0%	-1%	-0%	-14%	-3%	-9%	-0%	-1%	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 #/%	14/22%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	40/62%	2/3%	5/8%	0/0%	1/2%	0/0%	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 #/%	-5%	-1%	-1%	0%	1%	0%	-0%	-0%	8%	-1%	2%	-0%	0%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	4/100%	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%
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 #/%	23%	-8%	-6%	-0%	-1%	0%	-1%	-1%	-5%	-0%	-1%	0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/0%	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%
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 #/%	-39%	95%	-7%	-1%	-2%	0%	-1%	-0%	-33%	-3%	-5%	-0%	-4%	0%	-1%	-0%

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-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	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
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%
Chief Deputy																
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 #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	7/100%	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%
Inspector																
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%
Lieutenant																
Workforce #/%	10/91%	0/0%	1/9%	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%
Sergeant																
Workforce #/%	25/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	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 EEO Utilization Report.

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

Certified As Final By: Doris Coffee

Risk Analyst

12-21-2017

[signature]

[title]

[date]