

# 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 agency Equal Employment Opportunity policy is attached. The policy of the Okaloosa County Sheriffs 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.

Following File has been uploaded:EEOP Supporting Documents 2020-OCSO.pdf

## Step 4b: Narrative of Interpretation

The interpretive narrative is attached. The OCSO is committed to ongoing retention and recruiting efforts.

Following File has been uploaded:EEOP Narrative of Interpation of Workforce FY 2019.docx

## Step 5: Objectives and Steps

### 1. Provide equal employment opportunities to all qualified applicants with emphasis on recruiting underutilized demographics

- a. The OCSO's 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.
- b. Identify any barriers in recruitment that might deter females (White, Hispanic/Latino, and Black/African American) and males (Hispanic/Latino, Black/African American) from applying for entry-level Sworn-Patrol Officer positions.
- c. OCSO is fortunate in that it is the largest law enforcement agency in the county and the opportunities for employment attracts applicants. The salary and benefits offered for the geographical area are competitive with those of smaller agencies thereby creating a larger applicant pool. We will continue to 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.
- d. We will continue to ensure that our recruitment plan accurately reflects the initiatives needed to maintain a workforce that mirrors our community.
- e. We will continue to provide minorities and females Sworn-Patrol Officers opportunities to obtain skills and abilities in preparation for promotional opportunities.

### 2. Identify barriers in recruitment that might deter underutilized females and males from applying for entry-level Sworn-Patrol Officer positions.

- a. Continue to conduct formal and informal surveys of the current workforce to identify internal issues which might prevent possible candidates from applying for positions with the agency.

### 3. Target minorities in recruiting efforts and promotional opportunities for sworn and non-sworn positions.

- a. Conduct analysis of area salaries and benefits.
- b. Review recruiting methods and practices.

### 4. Review workforce statistics.

- a. Continue to work towards maintain a workforce that mirrors our community.
- b. Monitor the efforts of other Law Enforcement agencies in order to identify ways attract qualified applicants.

## Step 6: Internal Dissemination

The OCSO EEO policy statement is 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 Legal Advisor will maintain a bound copy of the EEOP Utilization report, which will be available for review. The Legal Section 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 Sheriff's Office public website.

The Legal Section will maintain a bound copy of the EEOP Utilization report, which will be available for public review. The Legal Section 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
<b>Officials/Administrators</b>																
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%
<b>Professionals</b>																
Workforce #/%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/58%	0/0%	1/8%	0/0%	0/0%	0/0%	1/8%	0/0%
CLS #/%	6,630/41%	205/1%	550/3%	0/0%	265/2%	0/0%	110/1%	6,810/42%	365/2%	500/3%	105/1%	300/2%	0/0%	0/0%	90/1%	40/0%
Utilization #/%	-16%	-1%	-3%	0%	-2%	0%	-1%	16%	-2%	5%	-1%	-2%	0%	0%	8%	-0%
<b>Technicians</b>																
Workforce #/%	9/56%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	6/38%	0/0%	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%	1,195/39%	70/2%	180/6%	0/0%	90/3%	10/0%	10/0%	55/2%	0/0%
Utilization #/%	19%	-3%	-3%	-1%	5%	-0%	-0%	-2%	-2%	-6%	0%	-3%	-0%	-0%	-2%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	85/83%	0/0%	3/3%	0/0%	1/1%	0/0%	0/0%	11/11%	0/0%	1/1%	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%	295/13%	30/1%	30/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	-7%	-4%	0%	-0%	0%	-3%	-2%	-1%	-0%	-0%	0%	1%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	183/70%	11/4%	16/6%	0/0%	7/3%	1/0%	1/0%	38/15%	1/0%	1/0%	0/0%	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%	2,405/28%	295/3%	840/10%	10/0%	150/2%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	35%	-5%	-4%	-1%	2%	0%	-0%	-13%	-3%	-9%	-0%	-1%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																

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 #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%		
<b>Administrative Support</b>																				
Workforce #/%	31/28%	0/0%	3/3%	0/0%	3/3%	0/0%	0/0%	65/60%	1/1%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	6,005/27%	315/1%	570/3%	0/0%	165/1%	0/0%	65/0%	12,220/54%	960/4%	1,345/6%	100/0%	345/2%	0/0%	0/0%	274/1%	90/0%	90/0%	90/0%	90/0%	
Utilization #/%	2%	-1%	0%	0%	2%	0%	-0%	5%	-3%	-1%	-0%	-1%	0%	0%	-1%	-0%	-0%	-0%	-0%	
<b>Skilled Craft</b>																				
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%	0/0%	0/0%	0/0%	
CLS #/%	7,240/77%	740/8%	570/6%	10/0%	55/1%	0/0%	60/1%	425/5%	35/0%	60/1%	0/0%	125/1%	0/0%	0/0%	10/0%	10/0%	10/0%	10/0%	10/0%	
Utilization #/%	23%	-8%	-6%	-0%	-1%	0%	-1%	-5%	-0%	-1%	-1%	-1%	0%	0%	-0%	-0%	-0%	-0%	-0%	
<b>Service/Maintenance</b>																				
Workforce #/%	1/50%	1/50%	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%	0/0%	0/0%	
CLS #/%	9,160/39%	1,050/5%	1,525/7%	120/1%	435/2%	0/0%	210/1%	7,600/33%	760/3%	1,060/5%	50/0%	885/4%	0/0%	0/0%	220/1%	50/0%	50/0%	50/0%	50/0%	
Utilization #/%	11%	45%	-7%	-1%	-2%	0%	-1%	-33%	-3%	-5%	-0%	-4%	0%	0%	-1%	-0%	-0%	-1%	-0%	

### 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
<b>Undersheriff</b>																
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%
<b>Chief Deputy</b>																
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%
<b>Major</b>																
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%
<b>Captain</b>																
Workforce #/%	9/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	11/85%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%
<b>Inspector</b>																
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%
<b>Investigator</b>																
Workforce #/%	21/72%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	7/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	26/87%	0/0%	0/0%	0/3%	1/3%	0/0%	0/0%	2/7%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Corporal</b>																
Workforce #/%	10/83%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	183/70%	11/4%	16/6%	0/3%	7/3%	1/0%	1/0%	38/15%	1/0%	1/0%	1/0%	1/0%	1/0%	0/0%	0/0%	0/0%

### 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		✓	✓					✓	✓							

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 James

Risk Analyst

04-01-2020

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[signature]

[title]

[date]