

WAKULLA COUNTY SHERIFF'S OFFICE



EEO Utilization Report

Organization Information

Name: Wakulla County Sheriff's Office

City: Crawfordville

State: FL

Zip: 32327

Type: County/Municipal Law Enforcement

Prepared By:

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Division of Human Resources

Wed 03-27-2019 17:16:24 EDT

Step 1: Introductory Information

Policy Statement:

General Order: 6.03

Effective date: January 2, 2018

The Wakulla County Sheriff's Office is committed to providing a workplace free from discrimination in all of its forms and ensuring equal opportunity to all applicants and members in compliance with all state and federal laws. The Wakulla County Sheriffs Office will ensure that all members and applicants for employment are treated in a non-discriminatory manner and will not tolerate any behavior that is discriminatory, harassing or otherwise inappropriate when such behavior is based on an individuals, or groups race, color, national origin, religion, gender identity, age, sexual orientation, disability, veteran status, marital status or other characteristic protected by law.

The Wakulla County Sheriff's Office will treat all persons equally with respect to all employment practices including screening, selection, appointment, training, promotion, demotion, assignment, hiring, leave practices, rates of pay, benefits and other forms of pay or credit for services rendered.

If applicable, the individuals assigned to recruitment activities are trained in personnel matters and equal employment opportunity.

The agency advertises as an equal opportunity employer on all recruitment and on all literature and all employment applications.



Step 4b: Narrative Underutilization Analysis

After review of the Utilization Chart, The Wakulla County Sheriff's Office made the following observations:

Underrepresentation of minority females is present in the Protective Services –Sworn Officials category within the WCSO agency. Historically, law enforcement careers were male dominated. We recognize the need to broaden our efforts in reaching out to female officers to pursue promotional opportunities.

Given the small number of employees in the job categories **Officials/Administrators (3), Professionals (2), Technicians (2) and skilled craft (4)**, it is difficult to interpret the level of underutilization in each category as significant in relation to the relevant community labor market; it is noteworthy to address:

A review of the **Protective Services-Sworn Officials** which are senior agents and above (excluding Correctional Officers and Detectives), is currently underrepresented by Hispanic/Latino Males (-4%), Black/African American Females (-13%), and Two or More Races (-3%). These positions are filled through promotional opportunities. We remain committed to the advancement of minorities and females in law enforcement supervisory positions. It is anticipated that as the number of minority and female new hires continues to increase so will the promotional advancement within these groups.

A review of the **Protective Services-Patrol Officers** shows an underutilization of White Female (-31%), Black/African American Females (-4%), and American Indian or Alaska Native females (-1%). The majority of applicants for these positions are male. As vacancies occur in this category, Black/African American females, White females and American Indian/Alaska Native females who apply and are qualified and meet the minimum requirements for positions will continue to receive fair and equitable consideration for law enforcement positions.

A review of the **Protective Services- Non Sworn** shows an underutilization of White Males (-14%) This job category only encompasses 11 positions in specific areas. The WCSO will continue to strive to increase the utilization of this category and advocate for equal opportunity.

A review of the **Administrative Support** shows an underutilization of White Males (-12%), Black/African American Males (-6%), Hispanic or Latino Females (-1%) and Two or More Races (-1%) This job category is comprised primarily of public safety communication officers, secretarial, and clerical positions which have historically been underrepresented by males. The majority of applicants for these positions are female. As vacancies occur in this category, White Males, Black/African American Males, Hispanic or Latino Females and Two or More Races will be encouraged to apply for positions. A review of the EEO Utilization Report that was filed two years ago reflects a slight improvement in the recruitment and retention of white males.

The Wakulla County Sheriff's Office is dedicated to attaining a diverse workforce. In efforts to keeping with the WCSO commitment to having a workforce that reflects the community it serves, the WCSO will continue to reach out to candidates by advertising vacancies on job boards, attending career and job fairs, researching new female and minority recruiting sources to target, as well as reviewing our recruiting and retention practices in order to attract female and minority candidates.

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:Narrative Underutilization Analysis.docx

Step 5: Objectives and Steps

1. Our objective is to provide equal employment opportunities to all identified underutilized areas when our agency fills vacancies and to encourage females and minorities to apply for vacancies in all job categories.

- a. The WCSO will arrange to meet separately with white and minority female officers to find out how they learned about the opportunity to become a WCSO Officer. The WCSO will also inquire as to whether anything in the hiring process might be changed to encourage more females to apply. Based on their feedback, the WCSO will reexamine its outreach efforts and develop a revised outreach program.
- b. Build on the already established policy to conduct exit interviews with all employees who voluntarily leave the agency, which will include requesting comments from female and minority patrol officers and officials who had two years or less of service. Based on the responses, we will review how our employment policies may affect the recruitment and retention of female and minority patrol officers and officials.

2. Target Female and Minority Sworn Patrol Officers in WCSO hiring process.

- a. All Divisions to review staffing requirements for the possible use of those categories for which there are current positions.
- b. Educate the current workforce concerning their role in the recruitment process.
- c. Actively participate in local and area Career Days and job fairs at high schools and colleges and visit law enforcement academies to meet qualified minority and female candidates. The WCSO will encourage a positive working relationship with local universities and schools.
- d. Review promotion and transfer policies to ensure minorities and females are considered for all vacancies for which they are qualified.
- e. Encourage members who participate in civic organizations to speak to the community concerning employment at the Sheriffs Office.
- f. WCSO will use advertising avenues such as social media and the WCSO website to reach as many citizens for employment information as possible.

Step 6: Internal Dissemination

The WCSO will continue to post the EEO Utilization Report on the agency's intranet and notify all employees that they may request a hard copy of the Report if they are unable to print it in their location. The request may be made to the Human Resources Division. In addition, The EEOP will be discussed at staff meetings as well as during training and orientation of new employees.

Step 7: External Dissemination

WCSO will continue to advertise as an Equal Opportunity Employer on all employment applications. WCSO will attach a copy of the EEO Utilization Report directly on the WCSO's publicly accessible website, with a statement that a hard copy may be requested. We will include on all job announcements for positions that applicants may obtain a copy of the EEOP Utilization Report upon request.

Utilization Analysis Chart
Relevant Labor Market: Wakulla 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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	325/42%	10/1%	65/8%	0/0%	0/0%	0/0%	0/0%	0/0%	350/46%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-42%	-1%	-8%	0%	0%	0%	0%	0%	54%	0%	-2%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	275/26%	0/0%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	625/59%	40/4%	55/5%	0/0%	25/2%	0/0%	20/2%	0/0%
Utilization #/%	-26%	0%	0%	-1%	0%	0%	0%	0%	41%	-4%	-5%	0%	-2%	0%	-2%	0%
Technicians																
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 #/%	105/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/50%	0/0%	0/0%	0/0%	4/2%	0/0%	0/0%	0/0%
Utilization #/%	52%	0%	0%	0%	0%	0%	0%	0%	-50%	0%	0%	0%	-2%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	57/73%	1/1%	7/9%	0/0%	0/0%	0/0%	0/0%	0/0%	11/14%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	225/63%	20/6%	10/3%	0/0%	0/0%	0/0%	0/0%	0/0%	40/11%	0/0%	50/14%	0/0%	0/0%	0/0%	10/3%	0/0%
Utilization #/%	10%	-4%	6%	0%	0%	0%	0%	0%	3%	1%	-13%	0%	0%	0%	-3%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/67%	0/0%	3/14%	1/5%	1/5%	0/0%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	690/51%	0/0%	40/3%	0/0%	0/0%	0/0%	0/0%	0/0%	550/40%	4/0%	55/4%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	0%	11%	5%	5%	0%	0%	0%	-31%	-0%	-4%	-1%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-14%	0%	0%	0%	0%	0%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%
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	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 #/%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/72%	0/0%	4/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	495/24%	0/0%	135/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1,340/64%	15/1%	70/3%	0/0%	0/0%	0/0%	30/1%	0/0%
Utilization #/%	-12%	0%	-6%	0%	0%	0%	0%	0%	8%	-1%	13%	0%	0%	0%	-1%	0%
Skilled Craft																
Workforce #/%	5/100%	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 #/%	650/76%	110/13%	65/8%	0/0%	0/0%	0/0%	0/0%	0/0%	20/2%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	-13%	-8%	0%	0%	0%	0%	0%	-2%	-2%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	915/46%	15/1%	300/15%	0/0%	0/0%	0/0%	0/0%	0/0%	530/26%	0/0%	225/11%	0/0%	0/0%	0/0%	15/1%	0/0%
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-Officials											✓					

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
School Resource Officer																
Workforce #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CID Detective																
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sworn Correctional Officer																
Workforce #/%	21/64%	0/0%	6/18%	0/0%	0/0%	0/0%	0/0%	0/0%	5/15%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain CO																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant CO																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant CO																
Workforce #/%	5/71%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	2/67%	0/0%	1/33%	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 #/%	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%
Sergeant																
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	13/65%	0/0%	3/15%	1/5%	1/5%	0/0%	0/0%	0/0%	2/10%	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: Amy Lamarche

Human Resources Director

03-27-2019

[signature]

[title]

[date]