

EEOP Utilization Report



Mon Jun 15 16:07:19 EDT 2015

Step 1: Introductory Information

Grant Title: JAG Countywide Task Force **Grant Number:** 2015-JAGC-SANT-1-R3-086
Grantee Name: Santa Rosa County Board of Commissioners **Award Amount:** \$48,394.00
Grantee Type: Local Government Agency
Address: 6495 Caroline Street
Milton, Florida
32570
Contact Person: Lt. Bo Cobb **Telephone #:** 850-983-1297
Contact Address: 5755 East Milton Road
Milton, Florida
32583
State Granting Agency: Florida Department of Law Enforcement **Grant Number:**
Contact Name: Clayton Wilder
Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308
Telephone #: 850-617-1253

Grant Title: JAG Local Solicitation **Grant Number:** 2014-DJ-BX-0396
Grantee Name: Santa Rosa County Sheriff's Office **Award Amount:** \$16,096.00
Grantee Type: Local Government Agency
Address: 5755 East Milton Road
Milton, Florida
32583
Contact Person: Lt. Bo Cobb **Telephone #:** 850-983-1297
Contact Address: 5755 East Milton Road
Milton, Florida
32583
State Granting Agency: US Department of Justice **Grant Number:**
Contact Name: Gerardo Velazquez
Contact Address:
Telephone #: 202-353-8645

Grant Title: VOCA Victims of Crime Act **Grant Number:** V106-14233

Grantee Name: Santa Rosa County Sheriff's Office **Award Amount:** \$76,820.00
Grantee Type: Local Government Agency
Address: 5755 East Milton Road
Milton, Florida
32583
Contact Person: Lt. Bo Cobb **Telephone #:** 850-983-1297
Contact Address: 5755 East Milton Road
Milton, Florida
32583
State Granting Agency: Office of Attorney General **Grant Number:**
Contact Name: Ramon Vilches
Contact Address: PL-01, The Capital
Tallahassee, Florida
32399
Telephone #: 850-414-3341

Policy Statement:

It is the policy of the Sheriff of Santa Rosa County to advocate equal employment opportunity for all members and applicants for employment without regard to race, color, religion, age, sex, national origin, disability or veteran status. It is the aim of the Sheriff's Office to encourage members to realize their potential, to assist them to function more effectively, and to reach a level commensurate with their ability and ambition. This order applies to all members and applicants for employment and embraces all aspects of employment, including the recruitment and processing of applicants; selection criteria, selection procedures, employee development and upward mobility, benefits and privileges of employment, and supervision and performance management.

Step 4b: Narrative Underutilization Analysis

The Santa Rosa County Sheriff's Office has an under-utilization of Hispanic/Latino males and White females in the position of Protective Services Sworn Patrol Officers. The area covered by the SRSO provides a capable workforce of predominately white male citizens who wish to work in the Law Enforcement/Corrections field. However, the population of Hispanic/Latino males and white females do not apply for positions with the Sheriffs Office, or who resign after being hired.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for all under-utilized groups of people when our agency fills vacancies.

- a. Our agency will review all employment organizational data related to the under-utilized groups to identify any issues that may pose barriers to hiring, e.g. review the records of exit interviews of former employees, review job posting and job advertising practices, attempt to determine whether there are in-house candidates.) We will seek to accomplish the same goals for all under-utilized areas.
- b. We will review all employment data related to all categories in an attempt to identify any issues that may pose barriers.

2. We will actively seek to hire more of the under-utilized groups in positions where needed.

- a. We will review all employment data related to all categories in an attempt to identify any issues that may pose barriers.

Step 7a: Internal Dissemination

Our agency will disseminate the EEOP short form in the following ways:

- a. Posting the EEOP Short Form on the agency intranet, an in-house, electronic communication service that only employees may access;
- b. Placing a copy of the EEOP Short Form in the agency's policies and procedures manual;
- c. Posting information on bulletin boards in employee break areas to inform them how to obtain a copy of the EEOP Short Form;
- d. Sending electronic memoranda to every agency employee stating that a copy of the EEOP Short Form is available by request in the agency's Human Resources Office.

Step 7b: External Dissemination

Our agency will disseminate the EEOP Short form to people outside the agency in the following ways:

- Notifying employment applicants, vendors, and contractors in writing that the agency has developed an EEOP Short Form and that it is available by request for review;
- Posting a copy of the EEOP Short Form on the agency's public website; and
- Making copies of the EEOP Short Form available in the reading rooms of the local public libraries.

Utilization Analysis Chart
Relevant Labor Market: Santa Rosa 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 #/%	1,790/50%	55/2%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,615/45%	30/1%	40/1%	4/0%	50/1%	0/0%	0/0%	4/0%
Utilization #/%	50%	-2%	-0%	0%	0%	0%	0%	0%	-45%	-1%	-1%	-0%	-1%	0%	0%	-0%
Professionals																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,900/33%	79/1%	115/2%	15/0%	90/2%	0/0%	20/0%	0/0%	3,300/57%	39/1%	105/2%	0/0%	35/1%	10/0%	10/0%	25/0%
Utilization #/%	0%	-1%	-2%	-0%	-2%	0%	-0%	0%	9%	-1%	-2%	0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	355/30%	0/0%	0/0%	0/0%	10/1%	0/0%	35/3%	0/0%	725/62%	45/4%	0/0%	0/0%	4/0%	0/0%	0/0%	4/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	53/77%	2/3%	2/3%	1/1%	0/0%	0/0%	0/0%	0/0%	5/7%	0/0%	4/6%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	865/74%	50/4%	45/4%	0/0%	15/1%	15/1%	4/0%	0/0%	160/14%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-1%	-1%	1%	-1%	-1%	-0%	0%	-6%	0%	5%	1%	1%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	146/75%	1/1%	8/4%	1/1%	1/1%	0/0%	0/0%	1/1%	30/15%	0/0%	5/3%	2/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,065/53%	265/5%	295/5%	0/0%	20/0%	15/0%	34/1%	15/0%	1,810/31%	75/1%	120/2%	0/0%	100/2%	0/0%	15/0%	4/0%
Utilization #/%	22%	-4%	-1%	1%	0%	-0%	-1%	0%	-16%	-1%	1%	1%	-2%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	35/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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
Utilization #/%																
Administrative Support																
Workforce #/%	32/29%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	69/63%	2/2%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,095/28%	205/2%	285/3%	0/0%	95/1%	15/0%	20/0%	10/0%	6,120/56%	240/2%	430/4%	55/1%	160/1%	0/0%	125/1%	20/0%
Utilization #/%	1%	-1%	-2%	0%	-1%	-0%	-0%	-0%	6%	-0%	-0%	0%	-1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,215/82%	80/2%	270/7%	60/2%	10/0%	10/0%	20/1%	10/0%	250/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,450/43%	400/4%	505/5%	30/0%	175/2%	15/0%	145/1%	15/0%	3,690/35%	205/2%	445/4%	10/0%	175/2%	50/0%	45/0%	95/1%
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	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%
Major																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	11/79%	1/7%	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%
Sergeant																
Workforce #/%	35/76%	1/2%	2/4%	1/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	4/9%	0/0%	1/2%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	146/75%	1/1%	8/4%	1/1%	1/1%	0/0%	0/0%	1/1%	30/15%	0/0%	5/3%	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]