

EEO Utilization Report

Organization Information

Name: Santa Rosa County Sheriff's Office

City: Milton

State: FL

Zip: 32583

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Non-discrimination policy is attached for review

Following File has been uploaded:Discrimination Policy.doc

Step 4b: Narrative of Interpretation

Based on the utilization data, our agency will review all employment data related to the Sworn Patrol Officer category to identify any issues that may pose barriers for Hispanic Males or White Female applicants (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate hiring, retention and attrition rates for particular positions, particular offices, or regions). Our agency will make contact with the local law enforcement academy through an instructor to determine if the student ratio is equivalent to the number of applications from the aforementioned categories and evaluate recruitment practices based on the results. Our agency has developed and will maintain a recruitment action plan that will be reviewed annually and a memorandum submitted outlining the findings.

Following File has been uploaded:Recruitment Plan.doc

Step 5: Objectives and Steps

1. Based on the utilization data, our agency will review all employment data related to the Sworn Patrol Officer category to identify any issues that may pose barriers for Hispanic Males or White Female applicants (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate hiring, retention and attrition rates for particular positions, particular offices, or regions). Our agency will make contact with the local law enforcement academy through an instructor to determine if the student ratio is equivalent to the number of applications from the aforementioned categories and evaluate recruitment practices based on the results. Our agency has developed and will maintain a recruitment action plan that will be reviewed annually and a memorandum submitted outlining the findings.

- a. Annual review of data collected from recruitment action plan, employee exit interviews, and applicant flow reports.
- b. Adjust recruitment and outreach based on data collected in order to incorporate a more diverse workforce.

Step 6: Internal Dissemination

The agency's EEO report will be continuously posted on the Human Resources bulletin board for physical review, published to the agency's website for public review and posted to the agency's employee policy program (PowerDMS) for employee and contractor review.

Step 7: External Dissemination

The agency's EEO report will be disseminated via the agency's website.

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 #/%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/71%	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 #/%	-21%	-2%	-0%	0%	0%	0%	0%	0%	26%	-1%	-1%	-0%	-1%	0%	0%	-0%
Professionals																
Workforce #/%	4/33%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/58%	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%	7%	-2%	-0%	-2%	0%	-0%	0%	1%	-1%	-2%	0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	1/17%	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 #/%	20%	0%	0%	0%	-1%	0%	-3%	0%	-28%	13%	0%	0%	-0%	0%	0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	63/82%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	8/10%	0/0%	3/4%	0/0%	0/0%	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 #/%	8%	-3%	-3%	0%	0%	-1%	-0%	0%	-3%	0%	3%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	167/72%	4/2%	10/4%	3/1%	4/2%	0/0%	0/0%	0/0%	35/15%	0/0%	5/2%	2/1%	1/0%	0/0%	0/0%	1/0%
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 #/%	19%	-3%	-1%	1%	1%	-0%	-1%	-0%	-16%	-1%	0%	1%	-1%	0%	-0%	0%
Protective Services: Non-sworn																
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%	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 #/%	30%	0%	0%	0%	0%	0%	0%	0%	-30%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	20/23%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	60/70%	0/0%	3/3%	2/2%	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 #/%	-5%	-2%	-1%	0%	-1%	-0%	-0%	-0%	13%	-2%	-0%	2%	-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 #/%	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 #/%	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 #/%	57%	-4%	-5%	-0%	-2%	-0%	-1%	-0%	-35%	-2%	-4%	-0%	-2%	-0%	-0%	-1%

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
Chief																
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 #/%	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%
Captain																
Workforce #/%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	16/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	38/79%	1/2%	1/2%	0/2%	1/2%	0/0%	0/0%	0/0%	5/10%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	167/72%	4/2%	10/4%	3/2%	4/2%	0/0%	0/0%	0/0%	35/15%	0/0%	5/2%	2/1%	1/0%	0/0%	0/0%	1/0%

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: Heather Gunn

Human Resources Director

07-18-2019

[signature]

[title]

[date]