

EEOP Utilization Report



Tue Jun 14 12:55:25 EDT 2016

Step 1: Introductory Information

Grant Title:	State Criminal Alien Assistance Program	Grant Number:	2013-AP-BX-0874
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$14,800.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727 Tallahassee, Florida 32302		
Contact Person:	Amanda Lewis	Telephone #:	850-606-3218
Contact Address:	P.O. Box 727 Tallahassee, Florida 32302		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	State Criminal Alien Assistance Program	Grant Number:	2014-AP-BX-0013
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$10,725.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727 Tallahassee, Florida 32302		
Contact Person:	Amanda Lewis	Telephone #:	850-606-3218
Contact Address:	P.O. Box 727 Tallahassee, Florida 32302		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	State Criminal Alien Assistance Program	Grant Number:	2015-AP-BX-0702
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$22,423.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727 Tallahassee, Florida 32302		
Contact Person:	Amanda Lewis	Telephone #:	850-606-3218
Contact Address:	P.O. Box 727 Tallahassee, Florida 32302		

DOJ Grant Manager:**DOJ Telephone #:**

Grant Title:	VOCA	Grant Number:	V14151
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$48,023.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727 Tallahassee, Florida 32302		
Contact Person:	Gwendola Williams	Telephone #:	850-606-3478
Contact Address:	P.O. Box 727 Tallahassee, Florida 32302		
State Granting Agency:	State of FL Office of Attorney General	Grant Number:	V14151
Contact Name:	Maymanot Belda		
Contact Address:	The Capitol PL-01 Tallahassee, Florida 32399-1050		
Telephone #:	850-414-3335		

Grant Title:	COPS Tech Program	Grant Number:	2010CKWX0400
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$200,000.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727 Tallahassee, Florida 32302		
Contact Person:	Kendrah Watson	Telephone #:	850-606-3215
Contact Address:	P.O. Box 727 Tallahassee, Florida 32302		
DOJ Grant Manager:	Andrew Dorr	DOJ Telephone #:	800-421-6770

Grant Title:	Edward Byrne Memorial Justice Assistance Grant	Grant Number:	2016-JAGC-LEON-1-H3-104
Grantee Name:	Leon County Sheriff's Office	Award Amount:	\$56,871.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 727		

Tallahassee, Florida
32302

Contact Person: Kendrah Watson

Telephone #: 850-606-3215

Contact Address: P.O. Box 727
Tallahassee, Florida
32302

State Granting Agency: FL Department of Law
Enforcement

Grant Number: 2016-JAGC-LEON-1-H3-104

Contact Name: Mike Barrentine

Contact Address: P.O. Box 1489
Tallahassee, Florida
32302-1489

Telephone #: 850-617-1272

Policy Statement:

It shall be the policy of the Leon County Sheriff's Office to maintain a fair and equitable personnel program for all members. The Sheriff's Office is an equal opportunity employer. No applicant or employee shall be either discriminated against or denied employment because of race, color, age, sex, religion, national origin, disability, veteran status or sexual orientation. It shall also be the policy of the Leon County Sheriff's Office to not discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of members, members' compensation, job training, and other terms, conditions, and privileges of employment.

**Leon County Sheriff's Office
Narrative of Interpretation
EEO Plan 2016-2018**



After a review of the Utilization Analysis Chart, the Leon County Sheriff's Office has identified the following underutilized categories to address:

Officials/Administrators:

African American males are underutilized by 7%, white females by 34% and African American females by 12%. However, it should be noted that this job category only encompasses 1 position within the agency, thus narrowing the statistical possibilities. The Leon County Sheriff's Office will continue to abide by the principles stated in our policy statement.

Protective Services (Sworn Officials):

White females are underutilized by 11%. It should be noted that typically females are not as prevalent in the law enforcement profession. According to the Florida Department of Law Enforcement's 2014 Race/Gender Report, white females represent 9.2% of the Florida law enforcement work force and the agency's current statistic is 7%, which is less than 3 standard deviations from the state average. It should be noted that sworn officials are not specifically segregated from the report, but the LCSO will use the general officer data as a benchmark. The Leon County Sheriff's Office will continue to strive to attain representation equal to or above FDLE's statewide report statistics and advocate for equal opportunity.

Protective Services (Patrol Officers):

White females are underutilized by 12%, a 5% improvement from the 2013-2015 plan. The Florida Department of Law Enforcement's 2014 Race/Gender Report indicates that white females represent 9.2% of the law enforcement work force in Florida. Our agency's white female work force is 15% (5% gain from the last plan) which exceeds this state statistic. The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

African American females are underutilized by 7%, a 13% improvement from the 2013-2015 plan. The Florida Department of Law Enforcement's 2014 Race/Gender Report indicates that African American females represent 4.5% of the law enforcement work force in Florida. The agency's African American female work force is 15%, which exceeds the state average. The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

Protective Services (Non-Sworn)

White males are underutilized by 10% and African American males are underutilized by 7%. This revised job category only encompasses 18 positions in a specific area – school crossing guards. This position is very limited in its recruiting capabilities due to the specific work hours and limited number of hours worked. The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

Administrative Support:

Hispanic females are underutilized by 3%. The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

Skilled Craft:

African American males are underutilized by 20%. It should be noted that this job category only represents 5 positions, all of which require specialized training and/or certification (i.e. aircraft mechanic). The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

Service/Maintenance:

White females are underutilized by 24% and African American females by 17%. In reference to the female statistics, industry standards in this area are reflective of higher male statistics and are directly related to the number of male applicants versus female applicants. The Leon County Sheriff's Office will continue to strive to increase the utilization of this category and advocate for equal opportunity.

Based upon the analysis of the EEO data, the Leon County Sheriff's Office created objectives and steps to address any identified issues in order to optimize our policy on equal employment opportunity.

Step 4b: Narrative Underutilization Analysis

See Attachment

Step 5 & 6: Objectives and Steps

1. The Leon County Sheriff's Office will strive to increase the African American female work force in the category of Protective Services (All). The agency's work force statistics will meet or exceed the FDLE's statewide statistics.

- a. The Leon County Sheriffs Office will maintain and encourage a positive working relationship with our local universities and schools. The internship and volunteer program will continue to be sponsored to foster this relationship.
- b. The Leon County Sheriffs Office will utilize advertising sources that specialize in communicating to diverse populations and communities in order to ensure equal employment opportunity.
- c. The Leon County Sheriffs Office will commit to encouraging all classes of employees to apply for all internal vacancies and promotions as well as identifying our support of equal employment opportunity during the application process.
- d. The Leon County Sheriffs Office will attend local area career fairs and other employment events that promote the attraction of a varied workforce, including the classes identified in this objective.
- e. The Leon County Sheriffs Office will continue to emphasize equal employment opportunities in all promotional and hiring practices, keeping in mind the underutilization of the identified classes in these objectives in its hiring decisions (within acceptable parameters and as applicant pools and qualifications permit). All applicants and candidates must meet minimum qualifications for the job and be able to perform the essential functions of the job with or without a reasonable accommodation.
- f. The Leon County Sheriffs Office will designate and appropriately train a recruiting group consisting of internal employees who will represent and recruit on behalf of the agency at employment events or recruitment opportunities. This group will be diverse and representative of all race and gender characteristics.

2. The Leon County Sheriffs Office will strive to increase the Hispanic male and female work force in the categories of Protective Service Officers and Administrative Support. The agency's work force statistics will meet or exceed the FDLE's statewide statistics for officers and the Department of Labors local workforce statistics.

- a. The Leon County Sheriffs Office will maintain and encourage a positive working relationship with our local universities and schools. The internship and volunteer program will continue to be sponsored to foster this relationship.
- b. The Leon County Sheriffs Office will utilize advertising sources that specialize in communicating to diverse populations and communities in order to ensure equal employment opportunity.
- c. The Leon County Sheriffs Office will commit to encouraging all classes of employees to apply for all internal vacancies and promotions as well as identifying our support of equal employment opportunity during the application process.
- d. The Leon County Sheriffs Office will attend local area career fairs and other employment events that promote the attraction of a varied workforce, including the classes identified in this objective.
- e. The Leon County Sheriffs Office will continue to emphasize equal employment opportunities in all promotional and hiring practices, keeping in mind the underutilization of the identified classes in these objectives in its hiring decisions (within acceptable parameters and as applicant pools and qualifications permit). All applicants and candidates must meet minimum qualifications for the job and be able to perform the essential functions of the job with or without a reasonable accommodation.
- f. The Leon County Sheriffs Office will designate and appropriately train a recruiting group consisting of internal employees who will represent and recruit on behalf of the agency at employment events or recruitment opportunities. This group will be diverse and representative of all race and gender characteristics.

3. The Leon County Sheriffs Office will strive to increase the White female work force in the categories of Protective Service Officers and Sworn Officials. The agency's work force statistics will meet or exceed the FDLE's statewide statistics.

- a. The Leon County Sheriffs Office will maintain and encourage a positive working relationship with our local universities and schools. The internship and volunteer program will continue to be sponsored to foster this relationship.
- b. The Leon County Sheriffs Office will utilize advertising sources that specialize in communicating to diverse populations and communities in order to ensure equal employment opportunity.
- c. The Leon County Sheriffs Office will commit to encouraging all classes of employees to apply for all internal vacancies and promotions as well as identifying our support of equal employment opportunity during the application process.
- d. The Leon County Sheriffs Office will attend local area career fairs and other employment events that promote the attraction of a varied workforce, including the classes identified in this objective.
- e. The Leon County Sheriffs Office will continue to emphasize equal employment opportunities in all promotional and hiring practices, keeping in mind the underutilization of the identified classes in these objectives in its hiring decisions (within acceptable parameters and as applicant pools and qualifications permit). All applicants and candidates must meet minimum qualifications for the job and be able to perform the essential functions of the job with or without a reasonable accommodation.
- f. The Leon County Sheriffs Office will designate and appropriately train a recruiting group consisting of internal employees who will represent and recruit on behalf of the agency at employment events or recruitment opportunities. This group will be diverse and representative of all race and gender characteristics.

Step 7a: Internal Dissemination

1. A copy will be available on the agency intranet site, which is accessible by all employees.
2. A copy will be maintained in Human Resources and may be requested by calling (850) 606-3356.

Step 7b: External Dissemination

1. A copy will be posted on our agency website (www.leoncountyso.com), which is accessible to any citizen.
2. A copy will be maintained in Human Resources and may be requested by calling (850) 606-3356.

Utilization Analysis Chart
Relevant Labor Market: Leon 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 #/%	8,505/41 %	510/2%	1,555/7%	40/0%	130/1%	0/0%	25/0%	30/0%	7,170/34 %	225/1%	2,425/12 %	20/0%	120/1%	20/0%	140/1%	15/0%
Utilization #/%	59%	-2%	-7%	-0%	-1%	0%	-0%	-0%	-34%	-1%	-12%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	7/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/47%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,325/34 %	590/2%	2,300/6%	35/0%	1,050/3%	0/0%	55/0%	60/0%	13,550/37 %	870/2%	4,300/12 %	0/0%	750/2%	15/0%	260/1%	10/0%
Utilization #/%	7%	-2%	-6%	-0%	-3%	0%	-0%	-0%	10%	-2%	-0%	0%	-2%	-0%	-1%	-0%
Technicians																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/25%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,050/39 %	185/4%	235/4%	15/0%	185/4%	0/0%	0/0%	0/0%	1,475/28 %	95/2%	820/16%	0/0%	150/3%	0/0%	0/0%	20/0%
Utilization #/%	23%	-4%	-4%	-0%	-4%	0%	0%	0%	-3%	11%	-16%	0%	-3%	0%	0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	58/63%	1/1%	17/18%	0/0%	0/0%	0/0%	0/0%	0/0%	6/7%	1/1%	9/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,510/42 %	110/3%	635/18%	0/0%	25/1%	25/1%	35/1%	0/0%	640/18%	70/2%	470/13%	0/0%	0/0%	0/0%	40/1%	0/0%
Utilization #/%	21%	-2%	1%	0%	-1%	-1%	-1%	0%	-11%	-1%	-3%	0%	0%	0%	-1%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	179/51%	2/1%	62/18%	0/0%	0/0%	0/0%	0/0%	2/1%	54/15%	1/0%	53/15%	0/0%	0/0%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	7,590/26 %	940/3%	4,315/15 %	15/0%	300/1%	20/0%	70/0%	70/0%	7,920/27 %	1,000/3%	6,335/22 %	0/0%	230/1%	0/0%	150/1%	10/0%
Utilization #/%	24%	-3%	3%	-0%	-1%	-0%	-0%	0%	-12%	-3%	-7%	0%	-1%	0%	-1%	-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 #/%	6/33%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	7/39%	1/6%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	95/43%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	60/27%	0/0%	40/18%	0/0%	0/0%	0/0%	15/7%	0/0%
Utilization #/%	-10%	0%	7%	0%	0%	0%	0%	0%	12%	6%	-7%	0%	0%	0%	-7%	0%
Administrative Support																
Workforce #/%	42/31%	0/0%	11/8%	1/1%	0/0%	0/0%	0/0%	0/0%	53/39%	0/0%	30/22%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,580/22%	650/2%	4,050/10%	90/0%	230/1%	20/0%	55/0%	90/0%	16,815/39%	1,285/3%	9,080/21%	70/0%	295/1%	0/0%	215/1%	55/0%
Utilization #/%	8%	-2%	-1%	1%	-1%	-0%	-0%	-0%	-1%	-3%	1%	-0%	-1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	4/80%	1/20%	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 #/%	7,280/66%	715/7%	2,220/20%	30/0%	80/1%	0/0%	4/0%	30/0%	395/4%	0/0%	110/1%	20/0%	60/1%	0/0%	20/0%	0/0%
Utilization #/%	14%	13%	-20%	-0%	-1%	0%	-0%	-0%	-4%	0%	-1%	-0%	-1%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	5/71%	0/0%	2/29%	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 #/%	8,780/29%	845/3%	6,540/21%	175/1%	425/1%	20/0%	175/1%	10/0%	7,300/24%	755/2%	5,120/17%	40/0%	375/1%	0/0%	125/0%	35/0%
Utilization #/%	43%	-3%	7%	-1%	-1%	-0%	-1%	-0%	-24%	-2%	-17%	-0%	-1%	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		✓							✓	✓	✓					
Administrative Support										✓						

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
Sergeant																
Workforce #/%	32/62%	0/0%	9/17%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	1/2%	8/15%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	16/62%	0/0%	7/27%	0/0%	0/0%	0/0%	0/0%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	7/88%	0/0%	1/12%	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 #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Undersheriff																
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%
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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	179/51%	2/1%	62/18%	0/0%	0/0%	0/0%	0/0%	2/1%	54/15%	1/0%	53/15%	0/0%	0/0%	1/0%	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.

Joe McCabe HR Manager 6/14/16
[signature] [title] [date]