

# EEOP Utilization Report



Thu Apr 28 18:55:15 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Jackson County Drug Task Force	<b>Grant Number:</b>	2016-JAGC-JACK-1-H3-137
<b>Grantee Name:</b>	Jackson County Sheriff's Office	<b>Award Amount:</b>	\$30,992.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	4012 Lafayette Street Marianna, Florida 32446		
<b>Contact Person:</b>	Sarah Sun	<b>Telephone #:</b>	850-482-9624
<b>Contact Address:</b>	4012 Lafayette Street Marianna, Florida 32446		
<b>DOJ Grant Manager:</b>	None State Grant through FDLE	<b>DOJ Telephone #:</b>	

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### Policy Statement:

#### EEOP POLICY STATEMENT

It is the policy of the Jackson County Sheriffs Office to ensure each employee or applicant an equal opportunity in federal, state, and agency practices relating to recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline, separation, and other employment practices using both objective and subjective merit principles without regard to that persons race, color, sex, religion, creed, national origin, or age except as provided by law. The Jackson County Sheriffs Office will likewise assure to any handicapped employee or applicant and equal opportunity with respect to all employment practices except as provided by law on bona fide occupational qualification(s).

Employees and applicants for employment who believe they have been discriminated against on the basis of race, sex, color, religion, age, national, origin, ancestry, or handicap may file a complaint of discrimination within 10 working days of the alleged discriminatory action. Complaints may be filed with the Jackson County Sheriffs Office, Equal Employment Opportunity Officer at 4012 Lafayette Street, Marianna, Florida 32446. All complaints will be treated in accordance with the procedures set forth by law of Chapter 22T, State of Florida Administrative Code.

No person will be retaliated against, harassed, intimidated, threatened, coerced, or discriminated against for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding or hearing, or for opposing alleged unlawful discriminatory practices prohibited by the Sheriffs Office EEO policy or related state and federal laws, rules, and regulations.

#### **Step 4b: Narrative Underutilization Analysis**

We diligently attempt to hire more female officers and will continue doing so in the future.

#### **Step 5 & 6: Objectives and Steps**

- 1. Recruit and hire qualified minority female applicants for positions within the sworn personnel categories**
  - a. Specifically, the Sheriff's Office will try to attract Female qualified applicants for all sworn positions as openings become available.

#### **Step 7a: Internal Dissemination**

We post the EEOP on our website and internally within the Sheriff's Office.

#### **Step 7b: External Dissemination**

All applications have the Sheriff's Office is an Equal Opportunity Employer on them and all postings.

Our EEOP is posted on our website.

**Utilization Analysis Chart  
Relevant Labor Market: Jackson 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 #/%	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 #/%	725/50%	40/3%	45/3%	0/0%	0/0%	0/0%	4/0%	0/0%	600/41%	0/0%	4/0%	0/0%	25/2%	0/0%	10/1%	0/0%
Utilization #/%	-50%	-3%	-3%	0%	0%	0%	-0%	0%	59%	0%	-0%	0%	-2%	0%	-1%	0%
<b>Professionals</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	740/30%	30/1%	145/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1,175/48%	35/1%	275/11%	0/0%	35/1%	0/0%	0/0%	20/1%
Utilization #/%																
<b>Technicians</b>																
Workforce #/%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	135/34%	0/0%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	205/51%	10/3%	30/8%	0/0%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	-4%	0%	-4%	0%	0%	0%	0%	0%	19%	-3%	-8%	0%	0%	0%	-1%	0%
<b>Protective Services:</b>																
<b>Sworn-Officials</b>																
Workforce #/%	13/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	825/60%	40/3%	145/11%	15/1%	0/0%	0/0%	0/0%	0/0%	225/16%	0/0%	120/9%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	33%	-3%	-11%	-1%	0%	0%	0%	0%	-9%	0%	-9%	-1%	0%	0%	0%	0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	44/85%	0/0%	3/6%	0/0%	0/0%	0/0%	1/2%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	945/46%	45/2%	235/11%	0/0%	0/0%	0/0%	0/0%	0/0%	390/19%	20/1%	415/20%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	39%	-2%	-6%	0%	0%	0%	2%	0%	-11%	-1%	-20%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/71%	0/0%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																

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>Administrative Support</b>																
Workforce #/%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/80%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,015/28%	75/2%	85/2%	0/0%	0/0%	0/0%	15/0%	15/0%	2,045/56%	25/1%	335/9%	0/0%	4/0%	0/0%	59/2%	0/0%
Utilization #/%	-18%	-2%	-2%	0%	0%	0%	-0%	-0%	24%	-1%	1%	0%	-0%	0%	-2%	0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,225/79%	4/0%	190/12%	0/0%	30/2%	0/0%	4/0%	0/0%	100/6%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,650/35%	150/3%	780/17%	30/1%	10/0%	0/0%	20/0%	20/0%	1,275/27%	65/1%	650/14%	4/0%	10/0%	0/0%	25/1%	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
<b>Protective Services: Sworn-Patrol Officers</b>									✓		✓					

### 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>SHERIFF</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>CORPORAL</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%
<b>MAJOR</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>CAPTAIN</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>LIEUTENANT</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>SERGEANT</b>																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	44/85%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	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 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.

Linda J. Cowan, EEOP Officer      4/28/2016  
[signature]    [title]    [date]