EEOP Short Form



Wed Jun 27 15:19:47 EDT 2012

Step 1: Introductory Information

Grant Title: In-Car Video Equipment Grant Grant Number: PENDING

Grantee Name: Caroline County Sheriff's Office Award Amount: \$128,111.00

Grantee Type: Local Government Agency

Address: 101 Gay Street

Denton, Maryland

21639

Contact Person: Lieutenant Ronald Dixon Telephone #: 410-479-4125

Contact Address: 101 Gay Street

Denton, Maryland

21629

DOJ Grant Manager: Kim Doyle **DOJ Telephone #:** 410-821-2868

Policy Statement:

It is the policy of the Caroline County Sheriff's Office to serve all individuals who are eligible for its services without regard to any non-merit factor. Accordingly, the Sheriff's Office does not tolerate discrimination by its employees, both sworn and non-sworn, when they are serving individuals who are eligible for its services based on any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.

All of the Sheriff's Office employees are responsible for complying with this policy in discharging their job duties.

Individuals who believe they have been subjected to discrimination on an aforementioned prohibited basis should contact the Office of The Sheriff, Administration, and/or the Caroline County Department of Human Resources.

If there is a finding of non-compliance with the non-discrimination policy set forth above, appropriate disciplinary action, ranging from counseling to termination, will be taken against the employee who violated the policy.

Further, the Caroline County Sheriff's Office currently has a "General Order" under 1-3 "Discrimination and Harassment" that guides our employees and sworn deputies. "Please see the attached hard copy document."

Step 4b: Narrative Underutilization Analysis

One of the main missions of the Caroline County Sheriff's Office is to protect the safety and quality of life of all citizens in Caroline County and provide essential law enforcement and community services, especially for those who are least able to help themselves. Fundamental to our mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with respect and dignity.

In reviewing the Utilization Analysis Chart, the Caroline County Sheriff's Office made the following observations:

Given the small numbers in the job categories Sworn Police Officers/Officials/Administrators (27), Protective Services: Non-Sworn (4), and Administrative Support (5), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy that in all the job categories listed there is an under-utilization of Hispanic males and females.

In keeping with the Caroline County Sheriff's Office's commitment to having a workforce that reflects the community it serves, the Caroline County Sheriff's Office has, and will continue to examine its recruitment and retention practices to see if there may be ways to attract more Hispanic men/women to apply for entry-level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Hispanic males and women from applying for entry-level Deputy Sheriff positions

- a. The Caroline County Sheriff's Office will continue to meet separately with allied agencies who have programs in place that are geared to identifying potential Hispanic male and female recruits. This best practices approach will enable the Sheriff's Office to find out how to increase our recruiting potential for Hispanic and Spanish speaking applicants. The Caroline County Sheriff's Office will also inquire as to whether anything in our current recruitment or training process might be changed to encourage more Hispanic males/females and more Spanish speaking applicants. Based on this best practices approach, the Caroline County Sheriff's Office will reexamine its outreach and training efforts.
- b. Building on the Caroline County Sheriff's Office's already established policy to conduct exit interviews with all employees who voluntarily leave the Sheriff's Office, the Sheriff's Office will review the comments from employee's/deputies. Based on this research, the Sheriff's Office will review how its employment policies may affect the recruitment of Hispanic male/female patrol officers.

2. Target Hispanic males/women in police recruitment campaigns and/or Spanish speaking applicants

a. To attract Hispanic male/female recurits, the Caroline County Sheriff's Office's plans incorporate a recruitment team (also including School Resources Officers) to participate in job fairs and career days at Chesapeake College, North Caroline High School, and Colonel Richardson High School. All high schools are located in Caroline County; with North Caroline High School having the highest Hispanic population. Chesapeake College serves as the primary community college for the mid-shore region.

Step 7a: Internal Dissemination

- 1. Distribute a hard copy of the EEOP to all employees in a supervisory position.
- 2. Send an e-mail to all employees, to let them know that a copy of the EEOP Short Form is available on request.
- 3. Post a copy of the EEOP Short Form on main Sheriff's Office lobby news bulletin board.
- 4. Include a hard copy of the EEOP Short Form among the materials displayed in the lobby of the Caroline County Office of Human Resources.

Step 7b: External Dissemination

- 1. Post a copy of the EEOP Short Form on the Caroline County Sheriff's Office public website.
- 2. Notify all contractors and vendors that do business with the Caroline County Sheriff's Office that a copy of the Sheriff's Office EEOP Short Form is available on request.

Utilization Analysis Chart

Relevant Labor Market: Caroline County, Maryland

	Male						Female							
Job Categories	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,165/64%	4/0%	70/4%	4/0%	4/0%	0/0%	0/0%	525/29%	4/0%	45/2%	4/0%	4/0%	0/0%	0/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	480/28%	4/0%	45/3%	0/0%	15/1%	0/0%	4/0%	995/59%	8/0%	130/8%	0/0%	4/0%	0/0%	0/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	90/32%	0/0%	4/1%	4/1%	0/0%	0/0%	0/0%	155/55%	10/4%	20/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Protective Services: Sworn- Officials														
Workforce #/%	22/92%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	195/75%	0/0%	35/14%	0/0%	0/0%	0/0%	0/0%	25/10%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	0%	-9%	0%	0%	0%	0%	-5%	0%	-2%	0%	0%	0%	0%
Protective Services: Sworn- Patrol Officers														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	780/44%	20/1%	165/9%	0/0%	0/0%	0/0%	0/0%	650/37%	19/1%	125/7%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	22%	-1%	-9%	0%	0%	0%	0%	-4%	-1%	-7%	0%	0%	0%	-0%
Protective Services: Non- sworn														
Workforce #/%	3/75%	0/0%	0/0%	1/25%	0/0%	0/0%	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%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	75%	0%	0%	25%	0%	0%	0%	-100%	0%	0%	0%	0%	0%	0%
Administrative Support														

	Male								Female						
Job Categories	White	Hispanic or Latino	Black or African American	American Indian or Alaska	Asian	Native Hawaiian or Other	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska	Asian	Native Hawaiian or Other	Two or More Races	
			American	Native		Pacific Islander	Races			American	Native		Pacific Islander	Races	
Workforce #/%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	690/20%	0/0%	85/2%	0/0%	4/0%	0/0%	4/0%	2,345/67%	35/1%	350/10%	0/0%	4/0%	0/0%	4/0%	
Utilization #/%	-20%	0%	18%	0%	-0%	0%	-0%	13%	-1%	-10%	0%	-0%	0%	-0%	
Skilled Craft															
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	1,980/88%	8/0%	130/6%	15/1%	4/0%	0/0%	10/0%	85/4%	0/0%	20/1%	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/	
CLS #/%	1,955/39%	235/5%	585/12%	0/0%	10/0%	0/0%	0/0%	1,635/32%	100/2%	500/10%	4/0%	20/0%	0/0%	0/0%	
Utilization #/%															

Law Enforcement Category Rank Chart

	Male								Female						
	White	Hispanic or	Black or	American	Asian	Native	Two or	White	Hispanic or	Black or	American	Asian	Native	Two or	
Job Categories		Latino	African	Indian or		Hawaiian	More		Latino	African	Indian or		Hawaiian	More	
Job Categories			American	Alaska		or Other	Races			American	Alaska		or Other	Races	
				Native		Pacific					Native		Pacific		
						Islander							Islander		
Protective Services: Sworn- Lieutenant															
	0/4000/	0.000	0/00/	0/00/	0.1001	0/00/	0/00/	0.000	0/00/	0/00/	0/00/	0/00/	0.4007	0/00/	
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%	
Protective Services: Sworn-															
Sergeant				<u> </u>		1		1							
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
Protective Services: Sworn- Corporal															
Workforce #/%	9/90%	0/0%	1/10%	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- Deputy First Class															
Workforce #/%	6/100%	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%	
Protective Services: Sworn- Patrol Officers		,		,		,			,		,		,		
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	

extensive employment data use all of this data in compl	•		organization may not
I have reviewed the foregoi data and our organization's	· ·	certify the accuracy of the	e reported workforce
[signature]	[title]	[date]	

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain