

EEOP Short Form



Mon Mar 08 10:06:05 EST 2010

Step 1: Introductory Information

Grant Title: COPS Secure Our Schools **Grant Number:** 2005CKWX0512
Grantee Name: Flagler County Sheriff's Office **Award Amount:** \$236,858.00
Grantee Type: Local Government Agency
Address: 1001 Justice Lane
Bunnell, Florida
32110
Contact Person: Linda Bolante **Telephone #:** 386-586-4830
Contact Address: 1001 Justice Lane
Bunnell, Florida
32110
DOJ Grant Manager: Judith Williford **DOJ Telephone #:** 202-514-1156

Grant Title: Edward Byrne Memorial Justice Assistance **Grant Number:** 2007FJBX0840
Grantee Name: Flagler County **Award Amount:** \$16,298.00
Grantee Type: Local Government Agency
Address: 1769 E Moody Boulevard
Bunnell, Florida
32110
Contact Person: Linda Bolante **Telephone #:** 386-586-4830
Contact Address: 1001 Justice Lane
Bunnell, Florida
32110
DOJ Grant Manager: Naydine Fulton Jones **DOJ Telephone #:** 202-514-6661

Grant Title: Edward Byrne Memorial Justice Assistance **Grant Number:** 2009-DJ-BX-1110
Grantee Name: Flagler County **Award Amount:** \$19,862.00
Grantee Type: Local Government Agency
Address: 1769 E Moody Boulevard
Bunnell, Florida
32110
Contact Person: Linda Bolante **Telephone #:** 386-586-4830
Contact Address: 1001 Justice Lane
Bunnell, Florida
32110
DOJ Grant Manager: Yolaine Faustin **DOJ Telephone #:** 202-353-1720

Grant Title:	Recovery Act-Justice Assistance Grant	Grant Number:	2009-SB-B9-1720
Grantee Name:	Flagler County	Award Amount:	\$81,731.00
Grantee Type:	Local Government Agency		
Address:	1769 E Moody Boulevard Bunnell, Florida 32110		
Contact Person:	Linda Bolante	Telephone #:	386-586-4830
Contact Address:	1001 Justice Lane Bunnell, Florida 32110		
DOJ Grant Manager:	Yolaine Faustin	DOJ Telephone #:	202-353-1720

Policy Statement:

It is the policy of the Flagler County Sheriff's Office that all members of this office work in cooperation toward achieving a common goal, which is providing for the safety, security, protection and well being of the Flagler County citizens and visitors. The mission of the Flagler County Sheriff's Office is to protect lives and property, to apprehend and detain persons suspected of criminal activity, to assist the judicial process as required, and to aid all persons who call on this office for help, advice, or council.

The Sheriff is the Chief Executive Officer of this Law Enforcement agency, having the authority and responsibility for the management, direction and control of its operation and administration, based on the Florida Constitution and Florida Statute.

It has been, and will continue to be, the policy of the Flagler County Sheriff's Office to be an equal opportunity employer. In keeping with this policy, the Flagler County Sheriff's Office will continue to recruit, hire, train, transfer, discipline, terminate and promote into all job levels the most qualified persons without regard to race, color, religion, sex or national origin. All applicants and members will be evaluated solely on their qualifications and merits. The Flagler County Sheriff's Office is also aware of its responsibility to disabled individuals in compliance with the American with Disabilities Act of 1990. The American with Disabilities Act of 1990 prohibits discrimination by public and private entities on the basis of disability and requires certain accomodations made with regard to employment (Title I, Title II, Title III and Title IV).

The Director of Human Resources will be the contact person for any EEO related complaint at 386-586-4807.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the following observations have been made: Given the low numbers of approved positions in the Officials/Administrators, Professionals, Technicians, Protective Services:Non-Sworn, Protective Services Sworn Officers, Skilled Craft and Service Maintenance, it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; however, it is noteworthy that in all of these categories where there are approved positions there is an underutilization of white males.

More significant, is the underutilization of Black Males (-3%) and White Females (-12%) in the Protective Services Sworn Officers; and White Males (-8%) in the Administrative Support.

In keeping with the Flagler County Sheriff's Office commitment to having a workforce that reflects the community it services, the FCSO will examine its recruitment and retention practices to see if there may be ways to attract more white males in the administrative support category; and Black Males and White Females in the Protective Services Sworn Officers category. Additionally, the FCSO will examine the promotional practices to see if there may be ways to attract minority males and white females in the Protective Services Sworn Officers category. We recognize that the Protective Services category is the agency's largest population and serves as the feeder category for the agency. We must populate this category so that women and minorities are given equal opportunities to secure promotions into vacant sworn official positions.

Step 5 & 6: Objectives and Steps

1. Efforts will continue to be made to find qualified minority and female applicants through local recruitment organizations and other organizations created to promote the employment opportunities of minorities and females.

- a. The FCSO will establish and maintain contact with area colleges and vocational technical institutes to schedule recruitment visits.
- b. The FCSO recruiting team will be comprised of trained members to include minorities and females.
- c. The FCSO will ensure that recruitment brochures and other recruitment materials show women and minorities in Law Enforcement.
- d. Open positions will be posted with the One Stop Career Center, referral agency (The agency in charge of unemployment) and in local newspapers to ensure the diversity message is conveyed to attract women and minority candidates.
- e. Open positions will be posted on the agency website.
- f. A female or minority deputy will be assigned to the team that provides women's personal safety instruction to the community and will include an informal Q & A to encourage qualified applicants to apply for open positions with the Sheriff's Office.
- g. The Sheriff's Office will continue to develop contacts with minority communities, working with established groups and attending affairs.

2. Identify any issues with recruitment that would deter white males from applying for administrative support positions and black males and white females from applying for entry level deputy positions/protective services-patrol.

- a. The FCSO will meet with female and minority recruits to find out how they learned about the opportunity to become a Sheriff's Deputy. The FCSO will also inquire as to whether anything in the recruitment or training process might be changed to encourage more white females and black males to become deputies. Based on the feedback, the FCSO will re-examine its outreach and training efforts and develop a revised program within six months, prior to the next date of hire for a training class.
- b. The FCSO will meet with male administrative members of the organization to discuss what encouraged them to apply for the positions that they hold and what is keeping them in the position. With this information the Sheriff's Office will make every effort in the recruitment process to target white males for administrative support positions.

Within six months of gathering this data, the Sheriff's Office will train those individuals appointed to recruit civilian employees on a new approach to attract white males.

c. Building on FCSO's already established policy to conduct exit interviews with all employees who leave the Sheriff's Office, the FCSO will pay special attention to the comments made by white male administrative employees, Black male and White female Deputy Sheriff's who left FCSO in the last 12 months and who had two years of service or less. Based on this research, the FCSO will review how its employment practices may affect the recruitment and retention of white male administrative employees and Black male and White female sworn deputies.

3. Identify any issues with the promotional program that would deter minority males and white females from being promoted into the protective services sworn officials positions.

a. Work closely with the bargaining unit that represents sworn deputies to provide an article that encourages minority males and females to participate in the promotional process. The FCSO operates in a union environment and promotion through the rank of Sergeant is governed by contract negotiations.

b. Review the promotional process to ensure that there are no impediments that would negatively impact minority male candidates.

c. Gather information through individual interviews with current male officials to identify anything in the promotional process that would deter other minority males from participating.

d. Update any portion of the policy or process that would promote the applications of minority males for sworn official positions within six months of information gathering phase.

e. Since positions within the Protective Services Sworn Officials category are filled by promoting employees from within the agency the Majors and Chief Deputy will continue to review the hiring process to assure that qualified women and minorities are given equal opportunities for advancement.

f. The Sheriff's Office will attempt to identify and remove barriers or practices that may be discriminatory in intent or effect in the hiring and promotional process.

Step 7a: Internal Dissemination

1. A copy of the EEOP will be posted on all bulletin boards and the agency web site.
2. All employees will be notified by email that a hard copy of the EEOP will be furnished to all members upon request.
3. A copy of the EEOP will be posted on the agency intranet, electronic communication network.
4. The plan will be discussed at staff meetings and executive staff meetings.

Step 7b: External Dissemination

1. A copy of the Flagler County Sheriff's Office EEOP will be posted on the agency web site.
2. In all instances when the Sheriff's Office conducts active recruiting, recruitment sources will be informed of the Flagler County Sheriff's Office EEOP.
3. All job announcements will advise that the Sheriff's Office is an equal opportunity employer and that a copy of the EEOP is available by request.

Utilization Analysis Chart
Relevant Labor Market: Flagler 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	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 #/%	2/29%	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%
CLS #/%	1,700/58%	30/1%	60/2%	4/0%	0/0%	0/0%	0/0%	1,050/36%	40/1%	50/2%	15/1%	0/0%	0/0%	4/0%
Utilization #/%	-29%	-1%	-2%	-0%	0%	0%	0%	36%	-1%	-2%	-1%	0%	0%	-0%
Professionals														
Workforce #/%	9/33%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	14/52%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,045/38%	60/2%	40/1%	0/0%	30/1%	0/0%	0/0%	1,340/49%	55/2%	135/5%	0/0%	30/1%	0/0%	10/0%
Utilization #/%	-5%	-2%	6%	0%	-1%	0%	0%	3%	5%	-5%	0%	-1%	0%	-0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	195/42%	8/2%	20/4%	10/2%	0/0%	0/0%	0/0%	215/47%	4/1%	0/0%	0/0%	10/2%	0/0%	0/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	38/78%	1/2%	2/4%	1/2%	1/2%	0/0%	0/0%	5/10%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	350/74%	14/3%	30/6%	15/3%	0/0%	0/0%	0/0%	55/12%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	-1%	-2%	-1%	2%	0%	-1%	-1%	0%	1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	86/71%	4/3%	11/9%	1/1%	2/2%	0/0%	0/0%	8/7%	4/3%	5/4%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	220/54%	25/6%	50/12%	0/0%	10/2%	0/0%	0/0%	75/18%	10/2%	20/5%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-3%	-3%	1%	-1%	0%	0%	-12%	1%	-1%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	1/14%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/29%	0/0%	10/29%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-29%	0%	43%	0%	0%	0%	0%	-14%	0%	0%	0%	0%	0%	0%
Administrative Support														

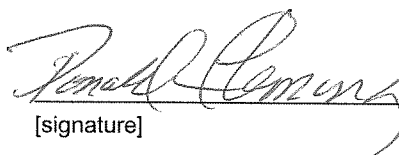
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	7/16%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	31/72%	2/5%	0/0%	1/2%	1/2%	0/0%	0/0%
CLS #/%	1,285/25%	35/1%	1,10/2%	0/0%	40/1%	0/0%	3,260/63%	175/3%	2,15/4%	0/0%	30/1%	30/1%	0/0%	25/0%
Utilization #/%	-8%	-1%	-2%	0%	2%	0%	9%	1%	-4%	2%	2%	2%	0%	-0%
Skilled Craft														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,020/86%	80/3%	85/4%	10/0%	0/0%	0/0%	130/6%	8/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-36%	-3%	46%	-0%	0%	0%	-6%	-0%	-0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,300/44%	230/4%	255/5%	10/0%	45/1%	0/0%	1,745/34%	145/3%	395/8%	4/0%	50/1%	50/1%	0/0%	10/0%
Utilization #/%														

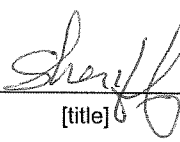
Law Enforcement Category Rank Chart

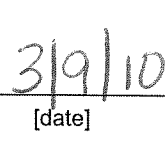
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief Deputy														
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%
Major														
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%
Captain														
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%
Lieutenant														
Workforce #/%	6/67%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	10/77%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal														
Workforce #/%	16/80%	0/0%	0/0%	1/5%	1/5%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	86/71%	4/3%	11/9%	1/2%	2/2%	0/0%	0/0%	8/7%	4/3%	5/4%	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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.


[signature]


[title]


[date]