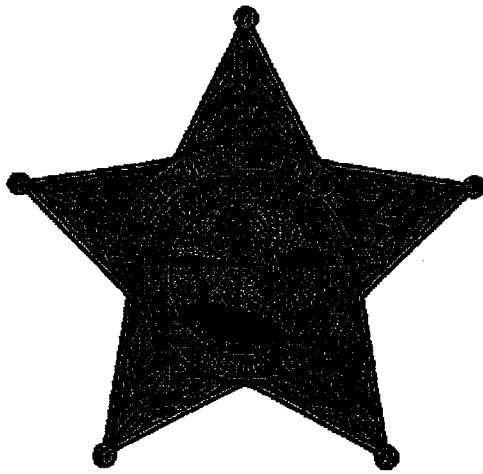


2009
ANNUAL
EQUAL EMPLOYMENT
OPPORTUNITY REPORT



MANATEE COUNTY SHERIFF'S OFFICE

W. Brad Steube, Sheriff

Prepared by Sally Ellison, Employment Services Manager
For Dir. Brian Schnering
Effective December 2009

TABLE OF CONTENTS

- 1.0 EQUAL EMPLOYMENT OPPORTUNITY PLAN
 - Policy
 - Plan Objectives
 - Recruitment of Minority Applicants
 - Recruitment of Female Applicants
 - Two Major Goals of MCSO
 - Pay Grade Advancement
 - Part-time Employment
 - Professional/Appointed Members
 - Funding
 - Itemized Budget
 - Evaluation
 - Effective Date
- 2.0 RECRUITMENT PLAN
- 3.0 RECRUITMENT ACTIVITIES
- 4.0 E.E.O.P. REPORT
- 5.0 E.E.O. REPORT ON FULL-TIME EMPLOYEES

- 6.0 JOB GROUP CATAGORIES & UTILIZATION
- 7.0 AFFIRMATIVE ACTION – EQUAL EMPLOYMENT OPPORTUNITY DATA – SUMMARY
- 8.0 BREAKDOWN OF CERTIFIED RANKS
- 9.0 JOB AND E.E.O. CODES (Sorted by E.E.O. Codes)
- 10.0 JOB AND E.E.O. CODES (Sorted by Job Codes)
- 11.0 JOB AND E.E.O. CODES (Sorted by Description)
- 12.0 JOB POSITIONS
- 13.0 PAY PLAN – FISCAL YEAR 2009 - 2010
- 14.0 PERSONNEL WHO LEFT MCSO WITHIN LAST TWELVE (12) MONTHS <January, 2009 – December, 2009>
- 15.0 GREATER BRADENTON AREA – Population Projection and Population Composition
- 16.0 BUDGET REQUIREMENTS FOR HUMAN RESOURCES SECTION AND RECRUITING UNIT (Manatee County Sheriff's Office – Fiscal Year 2009-2010)

1.0

EQUAL EMPLOYMENT

OPPORTUNITY

PLAN

EQUAL EMPLOYMENT OPPORTUNITY PLAN

POLICY:

The policy of the Manatee County Sheriff's Office is to foster, maintain, and promote equal employment opportunity for all persons without regard to race, color, national origin, religious beliefs, gender, marital status, handicap or any other non-merit characteristic.

This agency's policy extends to all personnel actions, including recruiting, hiring, training, job assignments, transfers, promotions, compensation, benefits, and disciplinary actions.

In order to further this agency's policy of equal employment opportunity, this agency has adopted and implemented an Affirmative Action Plan. Among other things, the Plan will provide, on an annual basis, an analysis of the impact of the agency's policies, practices and procedures of the employment and utilization of minorities, women and other groups. This agency will take appropriate corrective action based on this annual analysis.

The Director of Human Resources is responsible for monitoring EEO initiatives and making recommendations to the Sheriff or his designee.

PLAN OBJECTIVES:

The following objectives are established to ensure equal employment opportunity for minorities and women.

- A. Equality of employment opportunity will be provided without regard to race, color, age, disability or any other non-merit characteristic.
- B. During the course of recruiting, hiring and training; making transfers, job assignments, and promotions: granting compensation and benefits: and, taking disciplinary action; all applicants and members will be evaluated solely upon their qualifications and merits.
- C. All advertisements for job openings, transfers, training, promotions, and any other materials utilized in Personnel Actions, will clearly state that the Manatee County Sheriff's Office is an Equal Opportunity Employer.

- D. An aggressive effort will be made to identify and eliminate the specific causes of any under-representation of minorities and women in the work force and any employment practices which have an adverse impact on minorities and women in the Manatee County Sheriff's Office.
 - 1. An annual analysis will be conducted to determine the extent to which minorities and women are under-represented in the employment categories.
 - 2. The specific causes of under-representation will be identified and eliminated.
 - 3. Employment practices which have an adverse impact on minorities, women, and others protected by the law will be identified and eliminated, whenever possible.
- E. Employment practices based upon merit and other job related criteria, such as articulable needs or other operational concerns will be utilized.
- F. Applicant pools will be developed which contain substantial numbers of qualified minorities and women. These pools will be developed through special recruitment efforts and other appropriate measures so that the potential for under-representation can be eliminated.
- G. Monitoring systems and procedures will be established in order to assure the effective operation of the Equal Employment Opportunity Plan and the Affirmative Action Plan. Progress in meeting the goals of these plans will be monitored and the plans modified as needed.

In 2009 the Manatee County Sheriff's Office hired, 35 (5 minorities) female employees. During the same reporting period 38 (4 minorities) female employees resigned or retired from this agency; resulting in a 9% decrease in female new hires during 2009.

Efforts continue towards increasing the Manatee County Sheriff's Office's female and minority percentages of the total work force.

1. Recruitment of Minority Applicants

The Manatee County Sheriff's Office serves a population of 318,176 (2009 estimate), including a minority population of approximately 6.9 % Black and 14.4% Hispanic. A goal of the Sheriff's Office is to achieve a work force reflecting this same percentage of minority members. Currently the agency has 1168 employees, including a minority population of approximately 13.0% Black and 13.3% Hispanic.

Generally, the following eight factors are considered in determining the availability of minorities:

- a. The minority population of the local labor market.
- b. The size of the minority unemployment force in the local labor market.
- c. The percentage of the minority work force in Manatee County Sheriff's Office as compared with the total work force in the local labor market.
- d. The general availability of minorities having requisite skills in the local labor market.
- e. The availability of minorities having requisite skills in the geographical area in which the agency can reasonably recruit.
- f. The availability of promotable and transferable minorities within the agency.
- g. The existence of local training institutions capable of training persons in the requisite skills.
- h. The degree of training which the agency is reasonably able to undertake as a means of making all job classes available to minorities.

2. Recruitment of Female Applicants

Although the field of law enforcement traditionally has attracted primarily male members, females in recent years have entered law enforcement in increasingly larger numbers.

The Manatee County Sheriff's Office now serves a population of 318,176 (2009 estimate), including a female population of approximately 51.2%. Currently the agency has 1168 employees, including a female population of approximately 37.1%.

In 2000, the most recent available statistic, the population was estimated to be 264,002.

A goal of the Manatee County Sheriff's Office has been and continues to be to achieve a work force reflecting this same percentage of female members.

The following eight factors should be considered in determining the availability of women:

- a. The size of the female unemployment force in the local labor market.
- b. The female work force as a percentage of the total work force in the local market.
- c. The general availability of women having requisite skills in the local labor market.
- d. The availability of women having requisite skills in the geographical area in which the agency can reasonably recruit.
- e. The availability of women seeking employment in the local labor or recruitment area.
- f. The availability of promotable and transferable female employees within this agency.
- g. The existence of local training institutions capable of training persons in the requisite skills.
- h. The degree of training which the agency is reasonably able to undertake as a means of making all job classes available to women.

In order to achieve an approximate ratio of female and minority members to the service community, the Manatee County Sheriff's Office has established the following goals and objectives. These goals are not created to set specific numbers of new hires in specific categories, but rather are designed to guide the agency in recruiting and hiring new

members. Thus, the agency will be able to attract qualified women and minorities to apply for employment, and thereby allow the fair and impartial selection of new members.

3. Two Major Goals of the Manatee County Sheriff's Office are:
 - a. To actively recruit qualified female and minority applicants to fill vacant positions.
 - b. To achieve a ratio of female and minority members approximately equal to their ratio of Manatee County population and work force.
 - c. To reach these goals, the Manatee County Sheriff's Office performs the following actions:
 - (1) Prepares and distributes recruiting brochures, other pamphlets and printed materials to inform the public of employment opportunities with the Manatee County Sheriff's Office.
 - (2) Participates whenever possible in career days, job fairs, etc., sponsored by schools, civic groups, U.S. military and other organizations. Female and/or minority members of the Manatee County Sheriff's Office are utilized for public contact of these events.
 - (3) Letters announcing the availability of vacant positions for minority and/or female members are forwarded periodically to all Law Enforcement/Corrections academies in the state of Florida for dissemination to qualified students and graduates.
 - (4) Attempts are made through the Public Information Officer of the Manatee County Sheriff's Office to have local and regional newspapers and magazines publish articles featuring minority and/or female members. Such articles are meant to depict the availability and desirability of a law enforcement or civilian career for qualified minorities and females in the Manatee County Sheriff's Office.
 - (5) Attempts also are made via the same method for female and minority members to be featured on television and radio programs as representative of the Manatee County Sheriff's Office.

- (6) The Manatee County Sheriff's Office continuously considers minority and female members who meet qualification requirements for promotion in the Protective Services categories and their supervisory ranks, as well as into supervisory and management ranks in other job categories within the agency.
- (7) Dissemination of information concerning openings is made to area minority churches and civic organizations with high female and minority memberships by Manatee County Sheriff's Office members who are affiliated with these groups.
- (8) The Manatee County Sheriff's Office maintains two Job Opportunity lines for the general public to describe the application process and provide information on current open positions to all interested persons and has a website, continually updated to reflect current openings, www.manateesheriff.com, and for online applications.

The Manatee County Sheriff's Office recruitment efforts for females and minorities are not limited to the above stated actions. Rather, these actions also are used to generate other ideas and methods for recruitment.

4. Pay Grade Advancements

The Compensation and Classification Plan recognized advancements of career members to positions of increased authority and responsibility, with an attendant increase in compensation. While advancement within a pay grade is dependent upon satisfactory service, movement to a higher pay grade is a promotion and therefore subject to a higher standard – advancement skills, greater responsibility, selection through competitive examination and review boards, etc. Changes in pay of members are made in accordance with General Order 2001 (2.0).

5. Part-Time Employment

Part-time employees are compensated at an hourly rate. In no case will this rate be less than the current Federal minimum wage.

6. Professional/Appointed Members

Members serving in a professional/appointed classification, whether certified or equivalent civilian members, are subject to the Compensation and Classification Plan.

7. Funding

The Compensation and Classification Plan is dependent upon adequate funding for full implementation. In the event that budget constraints prohibit full implementation in a particular fiscal year, the Sheriff may take whatever measures he deems necessary to provide equitable funding. Subsequent revisions to the Compensation and Classification Plan are made as authorized by the Sheriff, or his designee, and as funded by the Manatee County Board of County Commissioners.

8. Itemized Budget

To carry out the agency's goals of recruiting qualified female and minority applicants for available job openings, the Human Resources Section / Recruiting Unit is budgeted as follows:

(FY 2009-2010)

- Media Advertising \$ 3,400.00
- Recruiting Brochures (layout and printing) \$ 8,762.00
- Travel & Per Diem (Collateral duty Recruiter) \$ 500.00

9. Evaluation

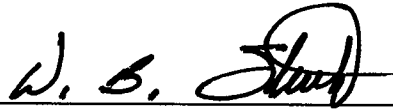
An essential element of this Plan is to monitor actions, to measure periodically the progress being made and to evaluate success of the Plan. Without monitoring and evaluation, success of the agency's efforts to recruit females and minorities cannot be determined.

Accordingly, the Human Resources Director will evaluate the Plan's success through an annual analysis of the agency's present employment policies, practices, as required by General Order 3.014 (2.4). This report shall be prepared by the Human Resources Director to determine the agency's work force statistics. These statistics shall be compared with the agency's goals to evaluate how well the Affirmative Action Plan is working and to determine what actions should be taken, if required, for the following year.

This report shall reflect the agency's work force statistics as of December 31 of each year. This report shall be provided to the Commander, Services Division, for forwarding through the Chain of Command to the Sheriff.

10. EFFECTIVE DATE

This Affirmative Action Plan is effective December 31, 2009.

A handwritten signature in black ink, appearing to read "W. B. Steube", written over a horizontal line.

W. BRAD STEUBE, SHERIFF
Manatee County, Florida

2.0

RECRUITMENT

PLAN

MANATEE COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN

Administrative Practices and Procedures:

In Order to ensure that the Manatee County Sheriff's Office appoints the best possible candidate, a recruitment plan functions solely for the Manatee County Sheriff's Office under the supervision of the Director of Human Resources. Recruitment strategies and procedures shall be supported by the job description and task analysis, classification and delineation of duties and responsibilities.

Active Recruitment Campaign:

The Director of Human Resources is responsible for the training of the individuals assigned to recruiting activities. They shall be trained on such matters of concern as personnel matters, Equal Opportunity/Affirmative Action, as it effects the management and operations of the Manatee County Sheriff's Office.

Selection of Recruiters:

The collateral recruiter positions are posted and applications are taken from all components of the Manatee County Sheriff's Office and are responsible to the Director of Human Resources. At the present time, there are twenty-one (21) collateral recruiters that assist at job fairs and other meetings. Each year, as needed, the collateral recruiter position is posted and new recruiters are chosen to assist in the recruiting effort.

I: Objectives of Recruitment Plan:

The objectives of the Manatee County Sheriff's Office recruitment plan are as follows:

- 1) Recruit sufficient numbers of qualified applicants to fill existing and future vacancies, within forty-five (45) days of vacancy occurring.
- 2) Achieve a ratio of qualified minority personnel in the Manatee County Sheriff's Office work force. To continue the ratio of minority group employees to the approximate proportion to the make up of the work force in the community.
- 3) Lower the rate of personnel turn over through positive programs including the new employee orientation program.
- 4) Eliminate adverse impact, if any, in recruitment and selection process of the Manatee County Sheriff's Office.

II: Recruitment Methods:

The recruitment methods utilized by the Manatee County Sheriff's Office are vitally important in attracting qualified applicants. Some of the activities are specifically outlined below, but any methods that are found to be effective can and will be utilized. All methods used will be fair and equitable. They are also intended to especially recruit minorities and female applicants.

A: News Media:

Vacancies shall be advertised in newspapers, radio spots, and television spots when necessary, to target specific groups for specific job openings:

- 1) Newspapers used for recruiting should be those of general circulation. Newspapers with limited distribution which are directed at minority groups and/or females should also be used. The newspapers to be utilized shall include, but are not limited to, the following:
 - ❖ Bradenton Herald
 - ❖ Sarasota Tribune-Manatee Edition
 - ❖ Sarasota Tribune-Metro Edition
 - ❖ Tampa Tribune
 - ❖ Shoppers Guide
 - ❖ The Bulletin
 - ❖ Tempo
 - ❖ Amazonas Advertising Agency
- 2) All radio stations in the local area will be utilized as determined by the agency PIO.
- 3) All television stations in the local area, including the Government channel for local Manatee County Government, will be used as needed. Brighthouse Cable will also be used when needed.
- 4) Whenever possible and needed for professional positions within the Manatee County Sheriff's Office, professional publications will be used.
- 5) The news media in other areas of the state may be used as necessary.

6) Internet websites will be utilized to list all openings. The websites to be utilized shall include, but are not limited to, the following:

- ❖ CareerBuilder.com, for most professional/technical positions
- ❖ Manateesherriff.com, for entry level as well as professional/technical positions.
- ❖ Recruitment video, "You Make a Difference".

B. Community Service Organizations:

Community service organizations are particularly important in the recruitment of minorities and female applicants. Often a community service organization is knowledgeable of the goals, desires and abilities of its members and can provide assistance to the Manatee County Sheriff's Office in recruiting qualified applicants.

Job announcements and/or recruitment literature shall be placed at the following service organizations on a continuing basis:

- ❖ Manatee County Chamber of Commerce
- ❖ Gulf Coast Latin Chamber of Commerce
- ❖ Churches whose members primarily represent minority groups.

C. Community Leaders:

The agency recruiter and the members of the recruiting team shall periodically meet with community leaders to seek advise, assistance and referrals.

D. Colleges, Universities and High Schools:

The Manatee County Sheriff's Office shall actively recruit high school and college graduates at each of the following locations:

- ❖ Bayshore High School
- ❖ Braden River High School
- ❖ Community High School (MTI)
- ❖ Horizon High School
- ❖ Lakewood Ranch High School
- ❖ Manatee High School
- ❖ Palmetto High School
- ❖ Southeast High School
- ❖ Bethune Cookman University
- ❖ Eckerd College
- ❖ Florida A&M University
- ❖ Florida State University
- ❖ Saint Leo University
- ❖ University of Central Florida
- ❖ University of Florida
- ❖ University of South Florida (Tampa & Sarasota)

- 1) Recruiters shall maintain literature at these locations when allowed to do so.
- 2) Recruiters shall participate in "Career Days" at these locations whenever possible.
- 3) The Manatee County Sheriff's Office will maintain a school intern program.

E. Other Personnel Agencies:

Whenever possible, the Manatee County Sheriff's Office shall cooperate with other personnel agencies to recruit qualified applicants. Job announcements shall be mailed monthly to at least the following agencies:

- ❖ Ad-Vance Personnel Services
- ❖ Job Services of Florida-Bradenton
- ❖ Job Services of Florida-Sarasota
- ❖ Manatee Community College Job Placement Office
- ❖ Manatee Technical Institute Career Counselor
- ❖ Manatee Technical Institute Law Enforcement Academy

Private job-placement services or employment agencies where fees are charged are not routinely used in our recruitment program.

F. Job Fairs:

The following job fairs will be attended by selected members of the recruiting team:

- ❖ Spring/Fall Manatee Civic Center
- ❖ Spring/Fall Roberts Stadium Sarasota
- ❖ Mayors Job Fair Orlando
- ❖ University of South Florida Fall Term

G. On Site Visits:

Direct contact with recruiters is often more effective than simply distributing literature. On Site visits by recruiters to High Schools, Colleges, workshops and community meetings shall be made whenever possible.

H. Employee Involvement:

All Employees are encouraged to participate in the recruitment program and actively recruit employees. Recruitment is a section of the curriculum in the Manatee County Sheriff's Office "Critical Issues for Supervisor's Course".

Generally the employees recruit more qualified candidates since they often know something about the candidate being recruited and know whether they are suited for jobs in Law Enforcement.

Minority and female employees are more likely to attract other minority and female candidates when recruiting on a one to one basis.

III: Recruitment Team:

The recruitment team, as established by the Sheriff, shall assist the Human Resources Director in all recruitment activities:

1. Perform on site visits to recruiting locations.
2. Participate in Career Days when requested.
3. Attend all job fairs when requested.
4. Assist in recruiting outside of the jurisdiction of the Manatee County Sheriff's Office when requested.
5. Maintain records and complete reports on all recruitment activity and forward reports to the Director of Human Resources.
6. The recruitment team shall meet as needed, but no less than yearly, to review the recruitment progress, discuss strategies and revise recruitment activities if needed.

IV: Job Announcements:

The Human Resources Director shall be responsible for making all job announcements.

Job announcements shall be made as prescribed by the Human Resources Director and shall have a brief description of:

- ❖ Job Title
- ❖ Function
- ❖ Critical Task
- ❖ Major Work Characteristic
- ❖ Physical Requirements, if any

All job vacancies will be emailed to all MCSO employees via the agency's email notification system and posted on the agency's intranet for a period of ten (10) days.

The application filing deadline shall be boldly indicated on all announcements and advertisement.

V: Recruitment Literature:

It shall be the responsibility of the Human Resources Director to create and maintain all recruitment literature for the Manatee County Sheriff's Office:

1. Recruitment literature shall be updated and revised on a continuous basis and as needed. Information contained by the recruitment literature shall at all times be accurate.
2. Recruitment literature shall be available to employees and members of the recruiting team at all times.
3. Recruitment literature shall reflect the Manatee County Sheriff's Office policy objectives.
4. The equal appointment objective is to achieve a member profile with respect to race and sex, which is an appropriate reflection of proper utilization of local work force. The Manatee County Sheriff's Office is an Equal Opportunity Employer.

VI: Distribution of Personnel:

The Employment Services Manager shall maintain current statistics on the number of authorized, (budgeted) and filled positions within the Manatee County Sheriff's Office:

- ❖ A distribution of personnel report shall be prepared weekly as possible, but no less than once a month.

VI: Key Activity Timetable:

A. General:

- ❖ Begin advertising future known vacancies two (2) months in advance of the vacancy.
- ❖ Visit each law enforcement academy class at Manatee Technical Institute during those times the recruit class is in session.
- ❖ Provide training sessions for the recruitment team as needed.
- ❖ Review all recruitment activities annually.
- ❖ Review all recruitment literature to determine if it is current. Review shall be made by the recruitment team.
- ❖ Attend career days at all schools on appropriate day.

B. Specific:

- ❖ On or before June 1st of each year prepare recruitment budget.
- ❖ On or before August 1st each year, contact all schools and determine dates they have set for Career Days.
- ❖ On or before August 1st each year, review and revise Recruitment Plan for upcoming year.
- ❖ Conduct meeting with recruiters throughout the year as needed.

3.0

RECRUITMENT

ACTIVITIES

MANATEE SHERIFF'S OFFICE ANNUAL RECRUITING ACTIVITY REPORT 2009

Prepared by:
Dale Hayes, Employment Services Specialist

I. COLLEGE & UNIVERSITY CAREER EXPOS

Total College and Career Expos Attended: 0

MCSO Career information, brochures and recruiting information provided to the following Academic institutions:

- | | |
|--------------------------------------|---------------|
| a. University of Central Florida | Orlando, FL |
| b. Manatee Technical Institute | Bradenton, FL |
| c. Withlacoochee Technical Institute | Inverness, FL |
| d. Keiser University | Sarasota, FL |

Total Academic Introductions contacted and sent MCSO Information: 4

II. BUSINESS/CAREER FAIRS

Total Career Fairs attended: 0

III. MILITARY/GOVERNMENT RECRUITING

Total Military & Government contacted and recruiting information provided to these sites: 0

IV. COMMUNITY OUTREACH

- a. Supper With Sheriff Steube

V. MINORITY OUTREACH EFFORTS

MCSO Career information, brochures and recruiting information provided to these sites:

Total organizations contacted in support of minority recruiting efforts, to include advertising in minority newspapers and minority radio stations: 0

VI. MEDIA & AGENCY EFFORTS

- a. MCSO Agency Tours conducted by Randy Warren
- b. Manatee County Fair
- c. Advance Personnel Services

Media Events and Agency recruiting events, to include Advertising on newspapers, Radio and television: 3

VII. MCSO recruiter's activity

Agency Tours: 1
Contact Cards: 0

CC: Captain Fabec
Director B. Schnering
Accreditation
File

4.0

E.E.O.P. REPORT



COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES, INC.
LAW ENFORCEMENT AGENCY DEMOGRAPHICS REPORT

The purpose of this form is to standardize the reporting of demographics information to the Commission. Initial accreditation agencies should record information for the past two years. Reaccreditation agencies should record data for the current year and the year of the last assessment.

MANATEE COUNTY SHERIFF'S OFFICE

INITIAL ACCREDITATION

REACCREDITATION (Check One)

CURRENT YEAR **209**

COMPARISON/PREVIOUS YEAR **2010**

I. AGENCY DEMOGRAPHICS (S=Sworn/ N=Non-sworn):

	Current Year		Previous Year	
Authorized Strength	S: 473	N: 269	S: 474	N: 269
Actual Strength	S: 463	N: 267	S: 464	N: 255

(Check One)

This agency has ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in its service community (31.2.1) or;
 A recruitment plan is in effect to decrease under-representation (31.2.2)

II. SERVICE AREA POPULATION

Using the latest census figures, provide a breakdown of total raw population numbers for the categories given. You can use the "Other" row to specify minorities indigenous to your service having a significant impact on your personnel practices. Use the current estimate column only if you are aware of more accurate figures.

Date of Census: 2000

Total Population **318361**

CATEGORY	CENSUS FIGURES	CURRENT ESTIMATE
Caucasian	#212786 - 81 %	#240044 - 75 %
African-American	#21648 - 8 %	#28652 - 9 %
Hispanic	#24552 - 9 %	#42979 - 14 %
Other	#5016 - 2 %	#6686 - 2 %

III. AVAILABLE WORKFORCE DATA

Caucasian 78 %
African-American 8 %
Hispanic 9 %
Other 5 %

Percentage of above = Female 47 %

IV. ACTUAL SWORN WORKFORCE DATA

Provide a percentage breakdown of currently filled sworn positions

Caucasian 85 %
African-American 7 %
Hispanic 7 %
Other 1 %

Percentage of above = Female 14 %

Provide a percentage breakdown of your available workforce data for sworn positions. Available workforce percentages are not raw population figures. These percentages represent reasonable estimates of available females and minorities from within your local labor market. The figures are used for comparison with agency goals or expectations to provide a diversified workforce. Your applicant pool figures should resemble this percentage. For example, females are likely to be near 50% of the total population, but a smaller percentage of the population might be available for public safety job opportunities. You may find 10%-14% is a more reasonable figure. There are many local factors impacting available workforce figures. Sources for your data can include the U.S. Department of Labor, local personnel departments, or previous applicant flow figures. In the absence

of reliable local data on available females, you may use the national average of 13% cited by the *National Center for Women & Policing* in a 2001 report or a comparison with similar law enforcement agencies.

V AGENCY-WIDE BREAKDOWN OF SWORN AND CIVILIAN POSITIONS

Provide numerical data (**raw numbers**) for categories given. Only include the number of **full-time** sworn and civilian positions assigned to the law enforcement function. Exclude part-time positions, volunteers, or employees assigned to corrections, fire services, or other non-law enforcement related functions. Record data for the past two years for an **initial accreditation**. For **reaccreditation**, record data for current year and year of previous assessment.

YEAR: 209

Sworn Personnel	Males				Females			
	Caucasian	African American	Hispanic	Other	Caucasian	African American	Hispanic	Other
Entry level/ Technician	273	25	26	3	42	4	4	2
Supervisory (Corp/Sgt)	44		1	1	4	1	1	
Command (Lt/Capt)	28	2	1	1	5			
Executives (Maj-above)	4				1			
Subtotal	349	27	28	5	52	5	5	2
Non-sworn Personnel								
Clerical/Custodial	12	2	1	2	87	18	12	5
Supervisory/Technical	14	1	1	1	21	1	1	
Managerial/Professional	24	1	2	3	55	4	6	1
Executive	7				7	2		
Subtotal	57	4	4	6	170	25	19	6
TOTAL	406	31	32	11	222	30	24	8

YEAR: 208

Sworn Personnel	Males				Females			
	Caucasian	African American	Hispanic	Other	Caucasian	African American	Hispanic	Other
Entry level/ Technician	265	25	24	3	48	5	4	2
Supervisory (Corp/Sgt)	46			1	4	1	1	
Command (Lt/Capt)	27	2	1	1	5			
Executives (Maj-above)	4				1			
Subtotal	342	27	25	5	58	6	5	2
Non-sworn Personnel								
Clerical/Custodial	13	3	1	2	90	16	13	4
Supervisory/Technical	16	1	1	1	20	1	1	
Managerial/Professional	22	1	3	1	58	5	5	
Executive	6				7	3		
Subtotal	57	5	5	4	175	25	19	4
TOTAL	399	32	30	9	233	31	24	6

NAME OF PERSON SUBMITTING THIS FORM

SALLY ELLISON, EMPLOYMENT SERVICES MANAGER FOR BRIAN SCHNERING, HR DIRECTOR

Date 05-14-2010

COMMENTARY

The Manatee County Sheriff's Office, in submitting the Agency Demographics Report for CALEA, reflects a disparity in Section III and Section IV for Hispanic employees. This disparity is primarily due to a portion of the Hispanic available workforce working under Resident Alien Cards and, therefore, not being qualified to become a certified officer in the state of Florida.

Section III reflects available workforce data for the county, regardless of citizenship.

Section IV reflects actual sworn workforce data for the agency which, by FDLE standards, must be a citizen of the United States to be a sworn officer.

Taking into consideration the total employees, civilian and certified, all departments, the agency has eighty-four (88) Hispanic employees out of a total of 1168 employees reflecting a 7.5% ratio.

The Manatee County Sheriff's Office utilizes a collateral-duty recruiting team which includes all minorities, blacks, females, and Hispanics. Their recruiting efforts include, but are not limited to, schools/colleges, job fairs open to the general public, unemployment agencies, and job placement agencies.

5.0

***E.E.O. REPORT
ON
FULL-TIME EMPLOYEES***

Manatee County Sheriff
Human Resources
EEO-4 Report, Section D.1 / Full Time Employees
As Of 12/31/2009

Function: 04 / POLICE PROTECTION

Category 1 / Officials/Administrators

		A	B	C	D	E	F	G	H	I	J	K
01	\$00.1 - 15,999.99											
02	\$16.0 - 19,999.99											
03	\$20.0 - 24,999.99											
04	\$25.0 - 32,999.99											
05	\$33.0 - 42,999.99	1	1									
06	\$43.0 - 54,999.99	2	1		1							
07	\$55.0 - 69,999.99											
08	\$70.0 PLUS	37	20	2		1		11	3			

Category 2 / Professionals

		A	B	C	D	E	F	G	H	I	J	K
09	\$00.1 - 15,999.99	1	1									
10	\$16.0 - 19,999.99											
11	\$20.0 - 24,999.99	2						2				
12	\$25.0 - 32,999.99	6		1				3		1	1	
13	\$33.0 - 42,999.99	28	3	2				14	4	5		
14	\$43.0 - 54,999.99	19	2		2			15				
15	\$55.0 - 69,999.99	6	3					3				
16	\$70.0 PLUS	41	28	3	2			7	1			

Category 3 / Technicians

		A	B	C	D	E	F	G	H	I	J	K
17	\$00.1 - 15,999.99											
18	\$16.0 - 19,999.99											
19	\$20.0 - 24,999.99	4	1		1			1	1			
20	\$25.0 - 32,999.99	14	1	2	3			6	2			
21	\$33.0 - 42,999.99	16	7	2				4		3		
22	\$43.0 - 54,999.99	8	4					4				
23	\$55.0 - 69,999.99	2				1		1				
24	\$70.0 PLUS	1				1						

Category 4 / Protective Services

		A	B	C	D	E	F	G	H	I	J	K
25	\$00.1 - 15,999.99											
26	\$16.0 - 19,999.99											
27	\$20.0 - 24,999.99											
28	\$25.0 - 32,999.99	12	7	3				1		1		
29	\$33.0 - 42,999.99	207	136	8	18	3		30	6	5	1	
30	\$43.0 - 54,999.99	244	161	17	21			29	13	3		
31	\$55.0 - 69,999.99	114	72	16	4			15	4	2	1	
32	\$70.0 PLUS	40	31	3	1			2	2	1		

Manatee County Sheriff
Human Resources
EEO-4 Report, Section D.1 / Full Time Employees
As Of 12/31/2009

Function: 04 / POLICE PROTECTION

Total for Function: 04 / POLICE PROTECTION

65	Total Full Time	1065	538	65	56	7	288	64	38	9
----	-----------------	------	-----	----	----	---	-----	----	----	---

6.0

***JOB GROUP CATAGORIES
AND
UTILIZATION***

