

# EEOP Short Form



Thu Oct 28 09:32:43 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	Paul Coverdell Forensic Science Improvement Grants Program	<b>Grant Number:</b>	2010-CD-BX-0088
<b>Grantee Name:</b>	Manatee County Sheriff's Office	<b>Award Amount:</b>	\$74,436.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	600 301 Blvd. W. #202 Bradenton, Florida 34205		
<b>Contact Person:</b>	Tom Salisbury	<b>Telephone #:</b>	941-747-3011-2033
<b>Contact Address:</b>	600 301 Blvd. W. #202 Bradenton, Florida 34205		
<b>DOJ Grant Manager:</b>	Alan Spanbauer	<b>DOJ Telephone #:</b>	202-305-2436

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<b>Grant Title:</b>	Secure Our Schools	<b>Grant Number:</b>	2010-CKW-X0605
<b>Grantee Name:</b>	Manatee County Sheriff's Office	<b>Award Amount:</b>	\$177,525.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	600 301 Blvd. W. #202 Bradenton, Florida 34205		
<b>Contact Person:</b>	Tom Salisbury	<b>Telephone #:</b>	941-747-3011-2033
<b>Contact Address:</b>	600 301 Blvd. W. #202 Bradenton, Florida 34205		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### Policy Statement:

The policy of the Manatee County Sheriffs 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 agencies policy extends to all personnel actions, including recruiting, hiring, training, job assignments, transfers, promotions, compensation, benefits, and disciplinary actions.

## Step 4b: Narrative Underutilization Analysis

The utilization analysis chart reveals seven concerns. Four are easily explained. White females are underutilized in the Technician category (-24%) and the Sworn Patrol Officer category (-20%). Hispanic females appear underutilized in the Sworn Patrol Officer category (-3%). Both are non-traditional career choices for females. White males are underutilized in Administrative support (-15%), again a non-traditional career choice for a male in a law enforcement environment.

Two other categories that show underutilization are Skilled Craft (white males -24% and Hispanic males 11%) and Service Maintenance (Hispanic males -9%). The agency has only 38 total employees in the Skilled Craft category; over half (52.6%) of those are white males. Surprisingly, 18% are black females. White males make up over half of the thirty-eight employees in the Skilled Craft category; 18% are black females, which is above the county number. White females make up 18% - 13% more than the county. The Manatee County Sheriffs Office (MCSO) has filled traditionally male jobs with white and black females at rates above the countys. Another 2.6% of positions are filled by Asian females 2% higher than county statistics.

The last concern is Service/Maintenance. These 112 employees include 84 school crossing guards working split shifts for limited hours per day. County statistics include 33,000+ employees in this category. In comparison, the number the Sheriffs Office can employ is significantly less. With 75% of these positions being crossing guards, a true comparison is difficult. The Utilization Analysis Chart testifies to efforts MCSO makes to diversify the workforce. In some areas women and minorities are employed at rates higher than expected when compared to the county labor market. We will examine recruitment strategies to determine ways to attract non-traditional personnel for jobs in areas of underutilization.

## Step 5 & 6: Objectives and Steps

### **1. Identify ways to make non-traditional career choices in the agency more inviting to applicants and retain non-traditional employees as Technicians, Sworn Officers and Administrative Support professionals.**

- a. In order to ensure that the Manatee County Sheriffs Office appoints the best possible candidate, the Director of Human Resources develops an annual recruitment plan for the Manatee County Sheriffs 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.
- b. Specific objectives of the MCSO Recruitment Plan include:
  - 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 Sheriffs Office work force. To continue the ratio of minority group employees to the approximate proportion to the makeup 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 Sheriffs Office.

### **2. Target recruitment strategies toward non-traditional candidates for Technician positions (white females), Administrative Support positions (white males) and Sworn Patrol Officers (white and Hispanic females).**

- a. News Media: Vacancies shall be advertised in newspapers, radio spots, and tv spots when necessary to target specific groups for specific job openings:
  - 1) Newspapers used for recruiting should be of general circulation & with limited distribution directed at minority groups and/or females should also be used.
  - 2) All radio stations in the local area will be utilized as determined by the agency PIO.
  - 3) All tv stations in the local area, including the Government channel for local Manatee Co. Government, will be used as needed. Brighthouse Cable will also be used when needed.
  - 4) Whenever possible and needed for professional positions within MCSO, professional publications will be used.
  - 5) The news media in other areas of the state may be used as necessary.
  - 6) Websites will be utilized to list all openings.
- 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 Sheriffs Office in recruiting qualified applicants.

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 Sheriffs Office shall actively recruit high school and college graduates.

- 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 Sheriffs 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 Sheriffs Office Critical Issues for Supervisors 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.

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

### Internal Dissemination

The Manatee County Sheriffs Office Equal Opportunity Plan (EEO Plan) shall include the Department of Justice's EEO Short Form and is published annually and disseminated internally as follows:

- \* Sheriff
- \* Colonel
- \* Bureau Chiefs
- \* Accreditation
- \* Human Resources
- \* Agency's Grant Writer
- \* PIO
- \* Agency's intranet

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

### External Dissemination

The Manatee County Sheriffs Office Equal Opportunity Plan (EEO Plan) shall include the Department of Justices EEO Short Form and is published annually and disseminated externally by Human Resources and shall be posted on the MCSO website: [www.manateesherriff.com](http://www.manateesherriff.com). All newly hired employees are advised that the EEO Plan is available to them.

**Utilization Analysis Chart  
Relevant Labor Market: Manatee 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
<b>Officials/Administrators</b>														
Workforce #/%	20/54%	1/3%	2/5%	0/0%	1/3%	0/0%	0/0%	12/32%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,915/55%	490/3%	200/1%	15/0%	90/1%	0/0%	45/0%	5,765/36%	270/2%	245/2%	0/0%	85/1%	0/0%	10/0%
Utilization #/%	-1%	-0%	4%	-0%	2%	0%	-0%	-3%	-2%	1%	0%	-1%	0%	-0%
<b>Professionals</b>														
Workforce #/%	38/38%	4/4%	5/5%	0/0%	1/1%	0/0%	0/0%	43/43%	6/6%	4/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,885/40%	385/2%	215/1%	4/0%	80/0%	0/0%	40/0%	8,655/50%	235/1%	635/4%	25/0%	150/1%	0/0%	25/0%
Utilization #/%	-2%	2%	4%	-0%	1%	0%	-0%	-7%	5%	0%	-0%	-1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	19/39%	5/10%	5/10%	0/0%	0/0%	0/0%	0/0%	14/29%	4/8%	2/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,010/34%	35/1%	40/1%	0/0%	15/1%	0/0%	0/0%	1,550/52%	100/3%	180/6%	4/0%	25/1%	0/0%	15/1%
Utilization #/%	5%	9%	9%	0%	-1%	0%	0%	-24%	5%	-2%	-0%	-1%	0%	-1%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	98/75%	5/4%	8/6%	0/0%	1/1%	0/0%	0/0%	15/12%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,600/74%	70/3%	90/4%	20/1%	0/0%	4/0%	0/0%	295/14%	19/1%	65/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	1%	2%	-1%	1%	-0%	0%	-2%	-0%	-1%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	317/64%	39/8%	39/8%	0/0%	2/0%	0/0%	0/0%	62/13%	11/2%	22/4%	0/0%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	3,855/42%	485/5%	615/7%	30/0%	10/0%	0/0%	10/0%	3,005/33%	510/6%	590/6%	0/0%	30/0%	0/0%	25/0%
Utilization #/%	22%	3%	1%	-0%	0%	0%	-0%	-20%	-3%	-2%	0%	-0%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	6/25%	1/4%	0/0%	0/0%	1/4%	0/0%	0/0%	16/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	70/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/44%	0/0%	20/12%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	4%	0%	0%	4%	0%	0%	23%	0%	-12%	0%	0%	0%	0%
<b>Administrative Support</b>														

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 #/%	24/13%	1/1%	3/2%	0/0%	1/1%	0/0%	0/0%	112/62%	14/8%	21/12%	0/0%	5/3%	0/0%	0/0%
CLS #/%	8,320/28%	445/1%	585/2%	0/0%	100/0%	4/0%	40/0%	17,445/59%	1,090/4%	1,435/5%	40/0%	135/0%	20/0%	80/0%
Utilization #/%	-15%	-1%	-0%	0%	0%	-0%	-0%	3%	4%	7%	-0%	2%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	20/53%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	7/18%	1/3%	7/18%	0/0%	1/3%	0/0%	0/0%
CLS #/%	10,080/76%	1,420/11%	570/4%	45/0%	85/1%	10/0%	20/0%	7,10/5%	170/1%	50/0%	0/0%	45/0%	0/0%	15/0%
Utilization #/%	-24%	-11%	1%	-0%	-1%	-0%	-0%	13%	1%	18%	0%	2%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	54/48%	2/2%	10/9%	0/0%	1/1%	0/0%	0/0%	28/25%	5/4%	12/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,870/39%	3,710/11%	2,310/7%	60/0%	205/1%	4/0%	80/0%	9,790/29%	1,710/5%	2,130/6%	10/0%	275/1%	0/0%	130/0%
Utilization #/%	10%	-9%	2%	-0%	0%	-0%	-0%	-4%	-1%	4%	-0%	-1%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Technicians								✓						
Protective Services: Sworn-Patrol Officers								✓	✓					
Administrative Support	✓													
Skilled Craft	✓	✓												
Service/Maintenance		✓												




### 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
<b>Colonel</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%
<b>Major</b>														
Workforce #/%	3/75%	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%
<b>Captain</b>														
Workforce #/%	8/67%	0/0%	1/8%	0/8%	1/8%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>														
Workforce #/%	24/69%	2/6%	3/9%	0/0%	0/0%	0/0%	0/0%	5/14%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>														
Workforce #/%	62/79%	3/4%	4/5%	0/0%	0/0%	0/0%	0/0%	7/9%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	317/64%	39/8%	39/8%	0/0%	2/0%	0/0%	0/0%	62/13%	11/2%	22/4%	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 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.

  
\_\_\_\_\_ HR DIRECTOR 10/27/10  
[signature] [title] [date]