

EEOP Short Form



Thu Dec 11 17:44:18 EST 2008

Step 1: Introductory Information

Grantee Type: Local Government Agency

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Oregon City, Oregon
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Policy Statement:

Clackamas County Sheriff's Office is an agency of Clackamas County. The Sheriff's Office utilizes the County's Equal Employment Policy Statement which is cited below:

It is the policy of Clackamas County to adhere to the concept of Equal Employment Opportunity and Affirmative Action as a basic element of human resource management. Discrimination in a personnel action on a basis unrelated to the job is prohibited. Employment and promotion decisions in County service shall be made in accordance with the principles of equal opportunity by utilizing only job-related requirements.

County policy specifically prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, physical or mental disability, or other protected status as those terms are understood under Oregon and federal law.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Employee Services Department for Clackamas County observed the following:

The Clackamas County Sheriffs Office has relatively small workforce numbers for the following job categories: Officials and Administrators (none); Professionals (16); Technicians (9); Skilled Craft (none) and Service Maintenance (9). There is limited ability to impact any identified underutilization since recruitments occur less frequently in these categories. Nonetheless, the utilization chart indicates the most impact would be through additional outreach efforts in the recruitment of Hispanics and Asians in these categories.

The category of Protective Services: Sworn-Officials have 81 employees. These classifications are filled by internal promotions from the Patrol Deputy and Corrections Deputy classifications. The Sworn-Official category has some significant underutilization including Hispanic males (-3%) and White females (-3%). The Sheriffs Office should encourage participation from Hispanic and female deputies in promotional processes to address this underutilization.

The category of Protective Services: Sworn-Patrol Officers has 216 employees in both Patrol and Corrections Divisions. There is significant underutilization of females in this category, including: white females at -23%, Hispanic females at -3% and Asian females at -1%. Hispanic males are also underutilized at -5%.

The Administrative Support category has 46 employees, most of which are female. The category only has one minority, a Hispanic female. There is underutilization of several minority groups ranging between 0 and -2% underutilization.

Step 5 & 6: Objectives and Steps

1. Target and attract female applicants in the Protective Service category

- a. Use teams that include female deputy sheriffs to assist in recruitment outreach at schools, job fairs, community and employment centers and other recruiting sources.
- b. Establish relationships with schools and community organizations that have contact with females interested in law enforcement careers. Encourage these organizations to promote the Clackamas County Sheriff's Office as an employer of choice.
- c. Actively work with the County's Diversity Manager in the Department of Employee Services in identifying recruitment sources and outreach contacts.
- d. Select interviewers or other examination raters to include female participation.
- e. Train interviewers in appropriate selection procedures and advise them of the County and Sheriff's Office EEO/AA programs.
- f. Provide diversity training and education to all members of the Sheriff's Office with additional training for all supervisors and managers.
- g. Encourage females expressing interest in this work to take advantage of training and educational opportunities that would increase their competitiveness.
- h. Encourage females in the community to become involved in volunteer programs such as patrol ride-alongs and Citizens' Police Academy (an 8-week program that orients citizens to Sheriff's Office functions and law enforcement in general). Advertise these programs in brochures to be distributed in community forums, community centers, schools and other forums that attract females.
- i. Work to increase the number of females serving as reserve deputy sheriffs, which is a volunteer position that provides persons with exposure to law enforcement duties.
- j. Continue to actively monitor EEO statistics for the workforce and use this information to enhance outreach efforts.

2. Target and attract minority applicants for all job group categories

- a. Use teams that include minority deputy sheriffs to assist in outreach at schools, job fairs, community and employment centers, and other recruiting sources.
- b. Establish relationships with schools and community organizations that have contact with minority groups. Encourage these organizations to promote the Clackamas County Sheriff's Office as an employer of choice.
- c. Actively work with the County's Diversity Manager in the Department of Employee Services in identifying recruitment sources and outreach efforts.
- d. Advertise job opportunities using various local newspapers that target a minority audience.
- e. Select interviewers or other examination raters to include minority participation.
- f. Train interviewers in appropriate selection procedures and advise them of County and Sheriff Office EEO/AA programs.
- g. Encourage minorities expressing an interest in working at the Clackamas County Sheriff's Office to take advantage of training and educational opportunities that would increase their competitiveness.
- h. Encourage minorities in the community to become involved in volunteer programs such as patrol ride-alongs and Citizens' Police Academy (an 8-week program that orients citizens to Sheriff's Office functions and law enforcement in general). Advertise these programs in brochures to be distributed in community forums, community centers, schools and other forums that attract minority persons.
- i. Work to increase the number of minorities serving as reserve deputy sheriffs, a volunteer position that provides persons with exposure to law enforcement duties.
- j. Continue to actively monitor EEO statistics for the workforce and use this information to enhance outreach efforts.
- k. Provide diversity training and education to all members of the Sheriff's Office with additional training for all supervisors and managers.
- l. Inform minorities not interested in protective services of other opportunities within the Sheriff's Office and encourage them to apply and if interested, have an appropriate staff person from that work area follow up with them to answer their questions and provide more information.

Step 7a: Internal Dissemination

1. Post the EEOP on bulletin boards throughout the Sheriff's Office.
2. Post the County EEO Policy on bulletin boards throughout the Sheriff's Office.
3. Continue to train new employees on the County's EEO Policy and Complaint and Resolution procedure for EEO complaints.
4. Present EEOP at Command Staff meeting. Distribute a copy of the EEOP Short Form to all supervisors, and elected Sheriff and review agency objectives to address underutilization.
5. Post the EEOP on the Sheriff's Office internal Intranet page for access by agency employees

Step 7b: External Dissemination

1. Continue to include the statement Equal Opportunity/Affirmative Action Employer on all job applications, postings and employment web sites.
2. Include a message supporting diversity on recruitment materials.
3. Post the EEOP on the Sheriff's Office Web page for access by citizens and job applicants.
4. The Sheriff's Office EEOP is currently referenced in the County's Affirmative Action Plan.

Utilization Analysis Chart
Relevant Labor Market: Oregon

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	137,085/56 %	4,490/2%	1,305/1%	965/0%	4,040/2%	215/0%	1,180/0%	88,195/36 %	2,955/1%	865/0%	990/0%	2,630/1%	150/0%	630/0%
Utilization #/%														
Professionals														
Workforce #/%	5/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/62%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	129,855/43 %	3,810/1%	1,870/1%	780/0%	7,175/2%	220/0%	1,035/0%	142,085/47 %	4,810/2%	1,735/1%	1,350/0%	5,405/2%	185/0%	1,185/0%
Utilization #/%	-12%	-1%	-1%	-0%	-2%	-0%	-0%	15%	-2%	6%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	4/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,775/41 %	805/2%	280/1%	230/1%	745/2%	55/0%	105/0%	17,145/48 %	640/2%	265/1%	170/0%	615/2%	55/0%	100/0%
Utilization #/%	3%	-2%	-1%	-1%	-2%	-0%	-0%	8%	-2%	-1%	-0%	-2%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	69/85%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	11/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,735/74 %	660/3%	355/1%	500/2%	205/1%	35/0%	110/0%	4,060/17%	225/1%	60/0%	85/0%	50/0%	4/0%	35/0%
Utilization #/%	12%	-3%	-1%	-1%	-1%	-0%	-0%	-3%	-1%	-0%	-0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	177/82%	6/3%	3/1%	0/0%	2/1%	0/0%	0/0%	23/11%	2/1%	2/1%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	66,660/47 %	10,665/8%	1,350/1%	1,525/1%	1,685/1%	370/0%	910/1%	48,010/34 %	6,115/4%	1,075/1%	930/1%	1,430/1%	280/0%	575/0%
Utilization #/%	35%	-5%	0%	-1%	-0%	-0%	-1%	-23%	-3%	0%	-0%	-1%	-0%	-0%
Protective Services: Non-sworn														

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 #/%	3/23%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	8/62%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	915/43%	24/1%	0/0%	10/0%	15/1%	4/0%	10/0%	1,030/49%	50/2%	0/0%	25/1%	10/0%	4/0%	10/0%
Utilization #/%	-20%	7%	0%	-0%	-1%	-0%	-0%	13%	-2%	8%	-1%	-0%	-0%	-0%
Administrative Support														
Workforce #/%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	42/91%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	112,710/28%	6,340/2%	2,560/1%	1,270/0%	3,165/1%	345/0%	1,455/0%	253,335/62%	11,995/3%	3,835/1%	3,475/1%	6,280/2%	625/0%	2,400/1%
Utilization #/%	-21%	-2%	-1%	-0%	-1%	-0%	-0%	29%	-1%	-1%	-1%	-2%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	142,515/83%	10,595/6%	1,190/1%	1,840/1%	2,250/1%	380/0%	1,395/1%	10,040/6%	840/0%	135/0%	140/0%	925/1%	25/0%	140/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	5/56%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	233,385/46%	50,425/10%	5,160/1%	4,145/1%	7,645/1%	1,155/0%	2,865/1%	166,855/33%	23,170/5%	3,495/1%	3,255/1%	8,190/2%	570/0%	1,945/0%
Utilization #/%	10%	-10%	-1%	-1%	10%	-0%	-1%	1%	-5%	-1%	-1%	-2%	-0%	-0%

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
Undersheriff														
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%
Captain														
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%
Lieutenant														
Workforce #/%	13/93%	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%
Sergeant														
Workforce #/%	35/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective														
Workforce #/%	11/58%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	7/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Evidence Technician														
Workforce #/%	5/100%	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 #/%	177/82%	6/3%	3/1%	0/1%	2/1%	0/0%	0/0%	23/11%	2/1%	2/1%	1/0%	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.

Craig Robert Sherff 1-15-09
[signature] [title] [date]