

St Johns County Sheriff's Office

EEO Plan/ Utilization Report

NAME: ST. JOHNS COUNTY SHERIFF'S OFFICE

ADDRESS: 4015 LEWIS SPEEDWAY
ST. AUGUSTINE, FL 32084

TELEPHONE: (904) 824-8304

PERSON RESPONSIBLE FOR EEO PROGRAM: SHERIFF DAVID B. SHOAR

EMPLOYER IDENTIFICATION #: 59-600829

It is the policy of the St. Johns County Sheriff's Office that personnel shall be appointed, promoted, demoted, transferred, and compensated without regard to race, color, religion, political affiliation, sex, sexual orientation, national origin, handicap, age or any circumstance other than merit and qualification.

This plan is effective 01 April 2016 thru 31 March 2018



DAVID B. SHOAR, SHERIFF
ST. JOHNS COUNTY SHERIFF'S OFFICE

EEOP Utilization Report



Fri Apr 01 14:50:18 EDT 2016

Step 1: Introductory Information

Grant Title: High Intensity Drug Trafficking Areas Program
Grant Number: G16NF0001A
Grantee Name: St Johns County Sheriff's Office
Award Amount: \$2,946,000.00
Grantee Type: Local Government Agency
Address: 4015 Lewis Speedway
Saint Augustine, Florida
32084
Contact Person: Sheri Burns
Telephone #: 904-256-5935
Contact Address: 8647 Baypine Rd., Suite 300
Jacksonville, Florida
32256
DOJ Grant Manager: Michael K Gottlieb, Esq Assistant
Deputy Director and National
HIDTA Director
DOJ Telephone #: 202-395-4868

Grant Title: Mobile Technology Upgrade
Grant Number: 2015-DJ-BX-0568
Grantee Name: St Johns County Board of County Commissioners
Award Amount: \$32,730.00
Grantee Type: Local Government Agency
Address: 4010 Lewis Speedway
Saint Augustine, Florida
32084
Contact Person: Barbara Fertig
Telephone #: 904-824-8304
Contact Address: 4015 Lewis Speedway
Saint Augustine, Florida
32084
State Granting Agency: US Dept of Justice
Grant Number: 2015-DJ-BX-0568
Contact Name: Tarasa Yates
Contact Address: 810 7th Street NW
Washington, District of Columbia
20531
Telephone #: 202-305-1780

Grant Title: Mobile Fingerprint Project
Grant Number: 2016-JAGC-STJO-3-H3-029
Grantee Name: St Johns County Board of County Commissioners
Award Amount: \$25,263.00

Grantee Type: Local Government Agency
Address: 4010 Lewis Speedway
Saint Augustine, Florida
32084
Contact Person: Barbara Fertig **Telephone #:** 904-824-8304
Contact Address: 4015 Lewis Speedway
Saint Augustine, Florida
32084
State Granting Agency: Florida Department of Law Enforcement **Grant Number:** 2016-JAGC-STJO-3-H3-029
Contact Name: Rachel Ness
Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308
Telephone #: 850-617-1257

Grant Title: VOCA **Grant Number:** V15124
Grantee Name: St. Johns County Sheriff's Office **Award Amount:** \$85,166.00
Grantee Type: Local Government Agency
Address: 4015 Lewis Speedway
Saint Augustine, Florida
32084
Contact Person: Barbara Fertig **Telephone #:** 904-824-8304
Contact Address: 4015 Lewis Speedway
Saint Augustine, Florida
32084
DOJ Grant Manager: Bami Morrow **DOJ Telephone #:** 850-414-3396

Policy Statement:

It is the policy of the St. Johns County Sheriff's Office that all personnel shall be appointed, promoted, demoted, transferred, and compensated without regard to race, color, sex, sexual orientation, religion, disability, age, national origin, or any circumstances other than merit and qualification.

Step 4b: Narrative Underutilization Analysis

After review of the Utilization analysis Chart, which compares the St. Johns County Sheriff's Office workforce with the Community Labor Statistics of St. Johns County, FL, the St. Johns Sheriff's Office is at or above parity for ethnicities in all job categories with the following significant exceptions:

Protective Services: Sworn-Patrol Officers

White Females -22%

Black or African American Females -2%

Protective Services: Non-Sworn

Hispanic or Latino Males -11%

Hispanic or Latino Females -6%

Administrative Support

White Males -12%

The St. Johns County Sheriff's Office is committed to the recruitment goals of the agency and strives to recruit the most qualified individuals that represent the diversity of our community.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities to all identified underutilized areas when our organization fills vacancies in all job categories.

- a. Continue to diversify and revitalize our Recruitment team, by seeking out new members who represent the community they serve and have a passion for recruitment.
- b. Participate in job fairs, career fairs, safety expos as they become available to reach a larger cross section of population. Criminal Justice Academies will be our main focus, where sworn entry- level candidates may be located.
- c. Utilize our new online application system to reach a broader applicant base.
- d. Educate and recruit the community, by distributing recruitment materials to business and civic organizations within St. Johns County.
- e. Utilize Social Media (Facebook, Twitter, etc.) to advertise all outside job openings.
- f. Update all recruitment materials and distribute to local colleges, such as St. Johns River State College. Specifically update and include literature that would attract female candidates, as we continue to be deficient in this area.
- g. Research national trends to identify barriers in recruitment that may deter Hispanic/Latino or White Females from applying for entry level Sworn positions

Step 7a: Internal Dissemination

1. The EEOP Utilization Report will be electronically posted to SharePoint and can be accessed by all SJSO employees at any time.

2. An Electronic memorandum will be sent to every employee outlining the location of the EEOP Utilization, stating that a hard copy of report is available upon request in the Human Resource Office.

Step 7b: External Dissemination

1. External dissemination of the Sheriff's Office EEO Plan (Utilization Report) will be made through our agency website www.sjsso.org.

2. Website notification will include a statement indicating that a hard copy of the plan will be available upon request in the St. Johns County Sheriff's Office Human Resource Office.

**Utilization Analysis Chart
Relevant Labor Market: St. Johns 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other				
Officials/Administrators																				
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	4,915/56%	195/2%	60/1%	0/0%	75/1%	0/0%	20/0%	0/0%	2,985/34%	150/2%	185/2%	15/0%	120/1%	0/0%	25/0%	0/0%				
Utilization #/%	4%	-2%	-1%	0%	-1%	0%	-0%	0%	6%	-2%	-2%	-0%	-1%	0%	-0%	0%				
Professionals																				
Workforce #/%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/185%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	3,670/37%	245/2%	95/1%	0/0%	160/2%	0/0%	15/0%	0/0%	5,210/52%	145/1%	310/3%	0/0%	155/2%	10/0%	10/0%	0/0%				
Utilization #/%	-2/1%	-2%	-1%	0%	-2%	0%	-0%	0%	33%	-1%	-3%	0%	-2%	-0%	-0%	0%				
Technicians																				
Workforce #/%	9/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/69%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	475/30%	30/2%	20/1%	0/0%	0/0%	0/0%	35/2%	0/0%	870/55%	70/4%	55/4%	0/0%	15/1%	0/0%	0/0%	0/0%				
Utilization #/%	-2%	-2%	-1%	0%	0%	-2%	0%	0%	13%	-4%	-0%	0%	-1%	0%	0%	0%				
Protective Services:																				
Sworn-Officials																				
Workforce #/%	59/82%	4/6%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	7/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	970/78%	20/2%	30/2%	0/0%	40/3%	0/0%	10/1%	0/0%	160/13%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%	4%	4%	-1%	0%	-3%	0%	-1%	1%	-3%	0%	-1%	0%	0%	0%	0%	0%				
Protective Services:																				
Sworn-Patrol Officers																				
Workforce #/%	279/73%	16/4%	22/6%	3/1%	6/2%	0/0%	0/0%	5/1%	42/11%	2/1%	6/2%	0/0%	0/0%	0/0%	0/0%	1/0%				
Civilian Labor Force #/%	2,850/51%	335/6%	175/3%	4/0%	0/0%	0/0%	35/1%	15/0%	1,875/33%	59/1%	205/4%	10/0%	45/1%	0/0%	20/0%	0/0%				
Utilization #/%	22%	-2%	3%	1%	2%	0%	-1%	1%	-22%	-1%	-2%	-0%	-1%	0%	-0%	0%				
Protective Services: Non-Sworn																				
Workforce #/%	49/44%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	50/45%	4/4%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	90/45%	30/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/30%	20/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other				
Utilization #/%	-1%	-11%	1%	0%	0%	0%	0%	0%	15%	-6%	3%	0%	0%	0%	0%	0%				
Administrative Support																				
Workforce #/%	34/21%	2/1%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	112/68%	6/4%	8/5%	1/1%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	6,210/33%	300/2%	300/2%	45/0%	100/1%	0/0%	75/0%	30/0%	10,090/53%	635/3%	775/4%	10/0%	200/1%	0/0%	205/1%	55/0%				
Utilization #/%	-12%	-0%	-0%	-0%	-1%	0%	-0%	-0%	15%	0%	1%	1%	-1%	0%	-1%	-0%				
Skilled Craft																				
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	4,880/80%	560/9%	295/5%	0/0%	75/1%	0/0%	39/1%	50/1%	225/4%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%	0%	-9%	-5%	0%	-1%	0%	-1%	-1%	16%	-0%	0%	0%	0%	0%	0%	0%				
Service/Maintenance																				
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #/%	7,925/42%	835/4%	1,040/6%	10/0%	220/1%	0/0%	135/1%	0/0%	6,305/34%	680/4%	1,350/7%	35/0%	195/1%	0/0%	39/0%	25/0%				
Utilization #/%																				

Significant Underutilization Chart

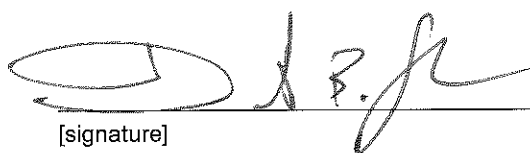
Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers								✓			✓					
Protective Services: Non-sworn		✓														
Administrative Support	✓															

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Sheriff																
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%	0/0%	0/0%
Director																
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%	0/0%	0/0%
Chief																
Workforce #/%	1/50%	1/50%	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%	0/0%
Commander																
Workforce #/%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	1/173%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	2/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	35/85%	2/5%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	279/73%	16/4%	22/6%	3/2%	6/2%	0/0%	0/0%	5/1%	42/11%	2/1%	6/2%	0/0%	0/0%	0/0%	0/0%	1/0%

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 Utilization Report.

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

A handwritten signature in black ink, appearing to be "D. B. Jr.", written over a horizontal line.

[signature]

Sheriff

[title]

4/1/2016

[date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: St. Johns County Sheriff's Office	
Address: 4015 Lewis Speedway, St. Augustine, FL 32084	
Is agency a: <input checked="" type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: 787474113	Vendor Number (only if direct recipient)
Name and Title of Contact Person: David B. Shoar	
Telephone Number: (904) 824-8304	E-Mail Address: dshoar@sjsco.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title Signature Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, David B. Shoar _____ [responsible official], certify that St. Johns County Sheriff's Office _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on 04/01/2016 [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

David B. Shoar, Sheriff _____ 04/01/2016
Print or Type Name and Title Signature Date