



ST. JOHNS COUNTY
SHERIFF'S OFFICE

ROBERT A. HARDWICK, SHERIFF

4015 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084 | 904.824.8304 | www.SJSO.org

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: MELISSA SWINDULL

EMPLOYER IDENTIFICATION #: 59-6000829

The St. Johns County Sheriff's Office (SJSO) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. SJSO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SJSO are based on industry standards, job requirements and individual qualifications, without regard to race, color, religion, political affiliation, sex, sexual orientation, national origin, handicap, family or parental status, or any other status protected by the laws or regulations. In addition, SJSO has zero-tolerance for all discrimination or harassment based on any of these characteristics.

This plan is effective 01 June 2024 thru 31 May 2026.

MELISSA SWINDULL
HUMAN RESOURCE MANAGER

EEO Utilization Report

Organization Information

Name: ST JOHNS COUNTY

City: SAINT AUGUSTINE

State: FL

Zip: 32084-8611

Type: County/Municipal Law Enforcement

Section 1: EEO Policy Statement

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 other circumstance other than merit and qualification.

Section 5: Narrative Interpretation of Data

Upon review of the Utilization Analysis Chart, which compares the Community Labor Statistics of St. Johns County, Florida with the workforce of the St. Johns County Sheriff's Office, the St. Johns County Sheriff's Office is above minimum for ethnicities in all categories with the exception of the following:

Professional Services:

White Males -22%

Protective Services: Sworn

Two or More Races/Other Male -2%

Two or More Races/Other Female -1%

Protective Services: Non Sworn

Hispanic or Latino Female -42%

Administrative Support

White Male -13%

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.

Section 6: Objectives and Steps

1. To provide equal employment opportunities to all identified, underutilized areas, for all job categories, and in all vacancies.

- a. Distribute recruitment materials, which represent a diverse workforce, to local colleges and community centers, High Schools and Trade Shows.
- b. Research national trends to identify barriers in recruitment that may deter our underutilized areas.
- c. Participate in various recruiting events within the community as well as statewide to reach a larger cross-section of population.
- d. Educate and recruit the community, by distributing recruitment materials to businesses and civic organizations within St. Johns County.
- e. Utilize social media to advertise and spotlight different areas within the organization for outside job openings.
- f. Continue to revitalize and diversify the Recruitment Committee/Team, by actively seeking new members who represent the community they serve and have a passion for recruitment.

Section 7: Dissemination Strategy: Internal

1. The EEOP Utilization report will be posted to our electronic bulletin board (SharePoint), which can be accessed by all SJSO employees at any time.
2. An electronic notification will be sent to all SJSO employees telling them where they can access the EEOP Utilization report. In addition, employees will be informed that hard copies of the EEOP Utilization report are available upon request in the Human Resource Office.

Section 7: Dissemination Strategy: External

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

2. Website notification will include a statement indicating that a hard copy of the plan is 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 #/%	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%
CLS #/%	5,225/45%	440/4%	160/1%	0/0%	205/2%	0/0%	155/1%	4,640/40%	310/3%	145/1%	45/0%	230/2%	0/0%	75/1%
Utilization #/%	55%	-4%	-1%	0%	-2%	0%	-1%	-40%	-3%	-1%	-0%	-2%	0%	-1%
Professionals														
Workforce #/%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,300/33%	160/1%	445/3%	50/0%	440/3%	0/0%	0/0%	8,030/50%	540/3%	660/4%	0/0%	300/2%	0/0%	205/1%
Utilization #/%	-22%	-1%	-3%	-0%	-3%	0%	0%	39%	-3%	-4%	0%	-2%	0%	-1%
Technicians														
Workforce #/%	12/24%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	29/59%	3/6%	3/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,945/36%	265/5%	70/1%	45/1%	205/4%	0/0%	225/4%	2,050/38%	210/4%	210/4%	0/0%	190/3%	0/0%	20/0%
Utilization #/%	-11%	-3%	1%	-1%	-4%	0%	-4%	21%	2%	2%	0%	-3%	0%	-0%
Protective Services: Sworn														
Workforce #/%	381/69%	26/5%	417%	3/1%	8/1%	0/0%	4/1%	61/11%	7/1%	14/3%	0/0%	2/0%	0/0%	2/0%
CLS #/%	1,025/73%	0/0%	90/6%	0/0%	0/0%	0/0%	40/3%	190/14%	0/0%	40/3%	0/0%	0/0%	0/0%	20/1%
Utilization #/%	-4%	5%	1%	1%	1%	0%	-2%	-2%	1%	-0%	0%	0%	0%	-1%
Protective Services: Non-sworn														
Workforce #/%	37/63%	1/2%	1/2%	1/2%	2/3%	0/0%	1/2%	12/20%	1/2%	2/3%	0/0%	0/0%	0/0%	1/2%
CLS #/%	65/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/18%	75/44%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	2%	2%	2%	3%	0%	2%	3%	-42%	3%	0%	0%	0%	2%
Administrative Support														
Workforce #/%	37/18%	2/1%	5/2%	0/0%	2/1%	0/0%	0/0%	123/61%	10/5%	16/8%	1/0%	2/1%	0/0%	4/2%
CLS #/%	6,560/31%	320/2%	550/3%	0/0%	115/1%	35/0%	120/1%	10,320/49%	1,090/5%	1,390/7%	0/0%	295/1%	10/0%	325/2%
Utilization #/%	-13%	-1%	-0%	0%	0%	-0%	-1%	12%	-0%	1%	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
Skilled Craft														
Workforce #/%	7/100%	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%
CLS #/%	4,410/78%	595/11%	265/5%	0/0%	60/1%	0/0%	15/0%	230/4%	10/0%	0/0%	0/0%	50/1%	0/0%	10/0%
Utilization #/%	22%	-11%	-5%	0%	-1%	0%	-0%	-4%	-0%	0%	0%	-1%	0%	-0%
Service/Maintenance														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	9,580/42%	1,275/6%	1,815/8%	45/0%	355/2%	0/0%	85/0%	7,295/32%	710/3%	1,320/6%	80/0%	350/2%	10/0%	95/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN

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
Professionals	✓						✓							✓
Protective Services: Sworn														
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
Director														
Workforce #/%	3/60%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
Workforce #/%	9/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	25/78%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	50/88%	3/5%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	294/66%	20/5%	39/9%	3/2%	8/2%	0/0%	4/1%	52/12%	6/1%	13/3%	0/0%	2/0%	0/0%	2/0%

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 EEO Utilization Report.

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

Certified As Final By: Melissa Swindull

Human Resource Manager

05-13-2024

[signature]

[title]

[date]