

EEOP Utilization Report



Wed Oct 12 13:30:55 EDT 2016

Step 1: Introductory Information

Grant Title: Body Worn Cameras 2016 **Grant Number:** 2016-BC-BX-K089
Grantee Name: Laramie County Sheriff Department **Award Amount:** \$16,500.00
Grantee Type: Local Government Agency
Address: 1910 Pioneer Ave
Cheyenne, Wyoming
82001
Contact Person: Sandra Newland **Telephone #:** 307-633-4201
Contact Address: 309 W. 20th Strret, Suite 3100
Cheyenne, Wyoming
82001
DOJ Grant Manager: Stephen Fender **DOJ Telephone #:** 202-532-0027

Grant Title: Victim Witness **Grant Number:** 2015-VA-GX-0067
Grantee Name: Laramie County Sheriff Department **Award Amount:** \$62,185.00
Grantee Type: Local Government Agency
Address: 1910 Pioneer Ave
Cheyenne, Wyoming
82001
Contact Person: Sandra Newland **Telephone #:** 307-633-4201
Contact Address: 309 W. 20th Street, Suite 3100
Cheyenne, Wyoming
82001
DOJ Grant Manager: Kandice Hansen **DOJ Telephone #:** 307-777-6086

Grant Title: COPS 2011 **Grant Number:** 2011UMWX-0206
Grantee Name: Laramie County Sheriff's Department **Award Amount:** \$614,586.00
Grantee Type: Local Government Agency
Address: 1910 Pioneer Ave
Cheyenne, Wyoming
82001
Contact Person: Sandra Newland **Telephone #:** 307-633-4201
Contact Address: 309 W. 20th Street, Suite 3100
Cheyenne, Wyoming
82001
DOJ Grant Manager: Brittany Baldwin **DOJ Telephone #:** 202-353-1952

Policy Statement:

Equal employment opportunity shall be provided in the administration of all personnel practices to include recruitment, appointment, promotion, performance appraisal, discipline, retention, training, compensation and other benefits. Terms and conditions of employment are administered in a manner which does not discriminate on the basis of race, color, creed, religion, sex, national origin, age (40 and over), political affiliation, military status, or disability, or any other legally protected status in accordance with applicable local, state and federal laws.

Step 4b: Narrative Underutilization Analysis

The Human Resources Department reviewed the utilization analysis, comparing the Sheriff's Department workforce to the relevant labor market, and noted the following:

1. White males were significantly under-represented in the following job categories: Administrative Support (-16%)
2. White Females were significantly under-represented in the following job categories: Protected Services Sworn-Patrol Officers (-14%)

Step 5 & 6: Objectives and Steps

1. Provide equal employment opportunities for all open positions at the Sheriff Department

- a. Human Resources and command staff will periodically offer training on related topics such as harassment and diversity.
- b. Continue posting all external job openings with the Wyoming Workforce Center.
- c. Analyze the applicant pool to assess the diversity of applicants received.

2. Identify any barriers in recruitment that might deter the under utilized groups from applying for positions within the protected services (sworn) and administr

- a. HR will continue conducting exit interviews and review comments to identify any areas for improvement for retention and recruitment process.
- b. Review regularly applicant flow to assess the pool's diversity and make adjustments, if necessary, to the recruitment strategy.

Step 7a: Internal Dissemination

Laramie County Sheriff's Department will post the electronic EEOP version on the County's website. An all-sheriff department email will be distributed notifying employees of its existence. In addition, the Sheriff Department Command Staff will EEOP information with all leadership within the department. The EEOP Short Form will be available in hard copy form in the Sheriff Department, Human Resources and made available to the public upon request.

Step 7b: External Dissemination

Laramie County Sheriff's Department will post the EEOP on the Department's Internet page.

Utilization Analysis Chart
Relevant Labor Market: Laramie County, Wyoming

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,780/53 %	105/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/1%	2,090/40 %	155/3%	0/0%	15/0%	15/0%	0/0%	60/1%	15/0%
Utilization #/%																
Professionals																
Workforce #/%	1/33%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,055/38 %	300/4%	60/1%	4/0%	60/1%	0/0%	30/0%	0/0%	4,205/52 %	240/3%	50/1%	10/0%	10/0%	0/0%	15/0%	0/0%
Utilization #/%	-5%	-4%	33%	-0%	-1%	0%	-0%	0%	-19%	-3%	-1%	-0%	-0%	0%	-0%	0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	335/30%	39/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	660/58%	80/7%	4/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	25/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	825/84%	35/4%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/7%	10/1%	0/0%	0/0%	0/0%	0/0%	40/4%	0/0%
Utilization #/%	-1%	-4%	-0%	0%	0%	0%	0%	0%	10%	-1%	0%	0%	0%	0%	-4%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	71/70%	8/8%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	17/17%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,675/44 %	390/10%	75/2%	25/1%	70/2%	0/0%	15/0%	0/0%	1,165/31 %	240/6%	39/1%	14/0%	35/1%	0/0%	55/1%	0/0%
Utilization #/%	26%	-2%	0%	-1%	-2%	0%	-0%	0%	-14%	-4%	-0%	-0%	-1%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	40/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/9%	0/0%	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 #/%																
Administrative Support																
Workforce #/%	4/12%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/76%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,415/28%	365/3%	30/0%	0/0%	70/1%	0/0%	30/0%	0/0%	7,050/58%	760/6%	90/1%	105/1%	120/1%	0/0%	75/1%	10/0%
Utilization #/%	-16%	3%	-0%	0%	-1%	0%	-0%	0%	18%	-0%	-1%	-1%	-1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,525/74%	805/17%	30/1%	125/3%	35/1%	0/0%	55/1%	0/0%	155/3%	30/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
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%	0/0%	0/0%
CLS #/%	5,850/47%	1,285/10%	120/1%	80/1%	75/1%	0/0%	55/0%	40/0%	3,800/31%	830/7%	170/1%	45/0%	40/0%	10/0%	12/0%	20/0%
Utilization #/%	53%	-10%	-1%	-1%	-1%	0%	-0%	-0%	-31%	-7%	-1%	-0%	-0%	-0%	-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	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									✓							
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%
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%	0/0%	0/0%
Captain																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
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%	0/0%	0/0%
Sergeant																
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	71/70%	8/8%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	17/17%	2/2%	1/1%	0/0%	0/0%	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 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.

Certified As Final By: Heather Rudy

Human Resources Director

10-12-2016

[signature]

[title]

[date]