

# EEO Utilization Report

## Organization Information

Name: Jefferson County Sheriff's Office

City: Golden

State: CO

Zip: 80419

Type: County Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

Jefferson County Personnel Rules, Section 2.C.

Jefferson County is an equal opportunity employer, providing equal employment opportunity to all qualified persons. The County affirms the rights of all employees and applicants for employment to be protected from discrimination, intimidation, physical harm and harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, or any other status protected by Federal or State law. See Section 7(A) regarding Harassment.

The County strongly disapproves of such discrimination and harassment and will not tolerate such behavior toward its employees or applicants. To affirm the Countys support of equal opportunity, the County shall:

- a. Recruit, hire, train, and promote persons without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by Federal or State law.
- b. Support the principle of equal employment opportunity in its employment decisions.
- c. Take personnel actions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by Federal or State law.

## Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Jefferson County Human Resources Office and Sheriffs Office Professional Development Section, Recruiting Unit, made the following observations:

Administrative Support has an under-utilization of White Males (-13%)

Protective Services: Sworn-Patrol Officers has an under-utilization of Hispanic Males (-8%), Hispanic Females (-6%), and White Females (-12%)

Protective Services: Non-sworn has an under-utilization of Hispanic Males (-9%).

## Step 5: Objectives and Steps

### 1. Target White Women, Hispanic Men, and Hispanic Women in both sworn and non-sworn recruitment

- a. Promote JCSO opportunities through posting job openings and attending job fairs with organizations that focus on minority and female recruitment. (i.e. The Society of Hispanic Human Resource Professionals (SHHRP), Jefferson County Workforce Development, Public Safety Diversity Career Fair, Arapahoe Community College, Metropolitan State College of Denver, Otero Jr. College, Trinidad Jr. College, Red Rock Community College, Regis University, Fort Carson Solider and Family Assistance Center, F.E. Warren Air Force Base Transition Assistance Manager, Buckley Air Force Base Airman and Family Readiness Center)
- b. Identify/establish relationships with schools and organizations that have a significant Hispanic and Female population. (i.e. The Society of Hispanic Human Resource Professionals (SHHRP), Metropolitan State College of Denver, Otero Jr. College, Trinidad Jr. College, National Latino Peace Officers Association (NLPOA), International Association of Women Police (IAWP))
- c. Engage in enhanced recruiting efforts through social interaction web sites (i.e. JCSO Website, Government Jobs.com, Police One.com, Employment Partnership of the Armed Forces.com, Discovering Policing.com, JCSO Facebook page, Craigslist, Several College Online Bulletin Boards, Colorado Workforce Center, JCSO Community Relations Manager tweet the job to the local media).

### 2. Identify any barriers in the promotional processes that might deter sworn women from applying for and being promoted to supervisory roles.

- a. The Professional Development Section Lieutenant will conduct an analysis on the promotional processes conducted over the past two years. The analysis will review each stage of the process to include application, assessment center, and staff review. If any barriers are identified that could deter women applicants and their overall success to promotion, recommendations will be presented for Executive Staff review.

### 3. Identify any barriers in the recruitment process that might deter White Women, Hispanic Men and Women from applying for entry-level sworn and non-sworn positions.

- a. JCSOs Recruiting Unit will conduct analysis on all future entry-level sworn and non-sworn uniformed recruitment processes. Every real and perceived barrier will be carefully reviewed and modifications made as needed.
- b. JCSOs Recruiting Unit will conduct analysis on all entry-level sworn and non-sworn uniformed recruitment processes that have occurred within the past 12 months. Any potential barriers that may have deterred any of the USDOJ, Office of Justice Programs, EEO Utilization Report page 3 of 9 protected classes will be adjusted for future hiring processes.

### 4. Target White Men for recruitment of positions in the Sheriffs Office that are within the Administrative Support category.

- a. Engage in enhanced recruiting efforts through social interaction web sites (i.e. JCSO Website, Government Jobs.com, Police One.com, Employment Partnership of the Armed Forces.com, Discovering Policing.com, JCSO Facebook page, Craigslist Several College Online Bulletin Boards, Colorado Workforce Center JCSO Community Relations Manager tweet the job to the local media).

### **Step 6: Internal Dissemination**

Copies of the Jefferson County Sheriffs office EEOP Short Form will be available for all employees to review in the Department of Human Resources Office upon request. Copies of the Short Form will also be stored on the County's computer storage system and will be available electronically upon request by employees. The Sheriffs Office will also maintain a copy of the short form in their business offices for dissemination as requested by employees.

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

Copies of the Jefferson County Sheriffs Office EEOP Short Form will be available for all applicants and the public to review in the Department of Human Resources Office upon request. Copies of the Short Form will also be stored on the County's computer storage system and will be available electronically upon request by the public. The Sheriffs office will also maintain a copy of the Short Form in their business offices for dissemination as requested by the public.

**Utilization Analysis Chart**  
**Relevant Labor Market: Jefferson County, Colorado**

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
<b>Officials/Administrators</b>																
Workforce #/%	13/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,270/53%	1,430/4%	315/1%	70/0%	455/1%	0/0%	235/1%	40/0%	11,260/33%	1,430/4%	170/0%	35/0%	400/1%	0/0%	140/0%	0/0%
Utilization #/%	28%	-4%	-1%	-0%	-1%	0%	-1%	-0%	-14%	-4%	-0%	-0%	-1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,715/42%	1,555/3%	290/1%	40/0%	1,140/2%	4/0%	215/0%	50/0%	21,910/45%	1,575/3%	310/1%	50/0%	925/2%	0/0%	350/1%	60/0%
Utilization #/%	1%	-3%	-1%	-0%	-2%	-0%	-0%	-0%	13%	-3%	-1%	-0%	-2%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	12/33%	2/6%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	19/53%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	2,865/48%	325/5%	70/1%	15/0%	180/3%	0/0%	14/0%	0/0%	2,030/34%	265/4%	35/1%	25/0%	60/1%	0/0%	15/0%	70/1%
Utilization #/%	-15%	0%	-1%	-0%	-0%	0%	-0%	0%	19%	-2%	-1%	-0%	-1%	0%	3%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	70/81%	4/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	11/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,675/69%	225/6%	65/2%	15/0%	15/0%	0/0%	45/1%	0/0%	725/19%	40/1%	30/1%	10/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-1%	-2%	1%	-0%	0%	-1%	0%	-6%	-1%	-1%	-0%	-0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	302/71%	30/7%	4/1%	0/0%	3/1%	1/0%	5/1%	0/0%	68/16%	8/2%	0/0%	1/0%	1/0%	0/0%	3/1%	0/0%
Civilian Labor Force #/%	8,330/43%	2,880/15%	75/0%	70/0%	235/1%	40/0%	150/1%	125/1%	5,480/28%	1,600/8%	34/0%	50/0%	190/1%	0/0%	84/0%	30/0%
Utilization #/%	28%	-8%	1%	-0%	-1%	0%	0%	-1%	-12%	-6%	-0%	-0%	-1%	0%	0%	-0%
<b>Protective Services: Non-sworn</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	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
Workforce #/%	30/29%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	57/55%	9/9%	1/1%	0/0%	3/3%	0/0%	2/2%	0/0%
CLS #/%	265/37%	75/10%	30/4%	0/0%	0/0%	0/0%	0/0%	0/0%	330/46%	15/2%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%
Utilization #/%	-8%	-9%	-3%	0%	0%	0%	0%	0%	9%	7%	1%	0%	2%	0%	2%	0%
<b>Administrative Support</b>																
Workforce #/%	10/17%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	43/73%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,850/30%	2,755/4%	465/1%	100/0%	430/1%	20/0%	260/0%	55/0%	32,200/51%	5,525/9%	675/1%	150/0%	830/1%	35/0%	310/0%	115/0%
Utilization #/%	-13%	-4%	-1%	2%	-1%	-0%	-0%	-0%	22%	-0%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	16/94%	1/6%	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 #/%	12,550/68%	3,915/21%	295/2%	60/0%	320/2%	0/0%	95/1%	80/0%	765/4%	230/1%	15/0%	15/0%	50/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	-15%	-2%	-0%	-2%	0%	-1%	-0%	-4%	-1%	-0%	-0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
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%
CLS #/%	16,090/33%	7,810/16%	335/1%	115/0%	760/2%	0/0%	270/1%	60/0%	15,325/31%	6,015/12%	350/1%	175/0%	1,000/2%	75/0%	250/1%	110/0%
Utilization #/%	67%	-16%	-1%	-0%	-2%	0%	-1%	-0%	-31%	-12%	-1%	-0%	-2%	-0%	-1%	-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
<b>Protective Services: Sworn-Patrol Officers</b>		✓							✓	✓						
<b>Protective Services: Non-sworn</b>		✓														
<b>Administrative Support</b>	✓															

### 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
<b>Protective Services: Sworn Sergeant</b>																
Workforce #/%	48/80%	3/5%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	8/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sworn Official: Lieutenant</b>																
Workforce #/%	12/86%	1/7%	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%	0/0%
<b>Sworn Official: Captain</b>																
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sworn Official: Chief</b>																
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%
<b>Sworn Official: Undersheriff</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	302/71%	30/7%	4/1%	0/1%	3/1%	1/0%	5/1%	0/0%	68/16%	8/2%	0/0%	1/0%	1/0%	0/0%	3/1%	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 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: John Jepkema

Division Cheif

05-04-2020

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[signature]

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