

# EEO Utilization Report

## Organization Information

Name: Walton County Sheriff's Office

City: Defuniak Springs

State: FL

Zip: 32433

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

The Walton County Sheriffs Office recruitment and hiring procedures are designed to achieve a fair and adequate representation of diversity in the work force. The Sheriffs Office shall seek as its goal a workforce in which selections of qualified minorities, women, and men occur at approximately their rate of availability. The Sheriffs Office shall take reasonable and diligent steps to reach out to available diverse groups with employment opportunities.

Following File has been uploaded:SOP 1.4.4 Selection and Promotion.pdf

## **Step 4b: Narrative of Interpretation**

The Walton County Sheriffs Office is an equal opportunity employer committed to recruiting and employing the best qualified law enforcement and fire rescue personnel possible to serve the needs of our citizens. The Sheriffs Office recognizes the importance of its employees reflecting our communitys core values and demographic consistency. The Sheriffs Office will continually attempt to determine what classifications of persons within the community are underrepresented and make every reasonable attempt to draw qualified candidates from those classifications when hiring and recruitment decisions are being made.

The Walton County Sheriffs Office will work to attract, recruit, hire, retain, and promote qualified sworn and non-sworn members with appropriate representation. The Sheriffs Office will also work to maintain a diverse workforce that effectively reflects the community in which we serve.

## **Step 5: Objectives and Steps**

### **1. Actively recruit qualified female and minority applicants to fill vacant positions in an effort to maintain a work force that mirrors the community.**

#### a. 1. Job Fairs:

- a) Participate in regional job fairs per quarter as evaluated by Recruitment Coordinator
- b) Attend high school career days
- c) Attend college career fairs

#### 2. Campus Visits:

- a) Conduct two training academy visits per academy class.

#### 3. Print/Electronic Advertising

- a) EOE Journal
- b) Florida Police Chiefs Association
- c) Employ Florida
- d) [www.governmentjobs.com](http://www.governmentjobs.com)
- e) Facebook
- f) Twitter
- g) Instagram
- h) [www.publicsafetyapp.com](http://www.publicsafetyapp.com)
- i) Partnership with CareerSource Okaloosa Walton

#### 3. Public Relations Outreach

- a) Obtain memberships in diverse organizations.

#### 4. Additional Considerations

- a) Maintain bulletins and postings at local colleges and military bases.
- b) Maintain a school intern program
- c) Implement an employee referral program/incentive.

### **2. Recruit sufficient numbers of qualified applicants to fill existing and future vacancies, within forty-five (45) days of vacancy occurring.**

### **3. Reduce turnover by selecting the highest quality applicant with previous law enforcement/firefighting experience when possible.**

### **4. Ensure effective communication with candidates whose applications are pending to keep them informed of their status and maintain their interest in the agency.**

5. **Initiate internal recruitment when possible in an effort to save time and money on training and socialization.**
6. **Review WCSO workforce statistics annually and make adjustments when needed.**
7. **Create and implement a Recruiting Committee consisting of six (or more) diverse members of the agency in an effort to achieve more efficient recruiting strategies.**

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

The EEO Utilization Report shall be disseminated throughout the Walton County Sheriff's Office by posting a copy of this report in employee break areas, as well as on the Agency's intranet.

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

The EEO Utilization Report will be disseminated externally by posting it on the Agency's public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Walton 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
<b>Officials/Administrators</b>																
Workforce #/%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,995/59%	95/3%	75/2%	4/0%	0/0%	0/0%	0/0%	0/0%	1,220/36%	20/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-39%	-3%	-2%	-0%	0%	0%	0%	0%	44%	-1%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	9/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/70%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	1,040/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,585/56%	80/3%	4/0%	60/2%	85/3%	0/0%	0/0%	0/0%
Utilization #/%	-9%	0%	0%	0%	0%	0%	0%	0%	14%	-3%	-0%	-2%	0%	0%	0%	0%
<b>Technicians</b>																
Workforce #/%	5/38%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	6/46%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	235/45%	0/0%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%	255/49%	4/1%	15/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	0%	0%	-3%	8%	0%	0%	0%	-3%	7%	-3%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	57/83%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	9/13%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	670/72%	40/4%	0/0%	75/8%	0/0%	0/0%	0/0%	0/0%	145/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-4%	3%	-8%	0%	0%	0%	0%	-3%	0%	1%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	142/71%	7/3%	8/4%	0/0%	1/0%	0/0%	0/0%	0/0%	39/19%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	940/42%	130/6%	18/1%	75/3%	0/0%	0/0%	20/1%	40/2%	845/38%	105/5%	30/1%	0/0%	0/0%	0/0%	10/0%	10/0%
Utilization #/%	28%	-2%	3%	-3%	0%	0%	-1%	-2%	-19%	-5%	1%	0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	85/77%	6/5%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	77%	5%	3%	0%	0%	0%	0%	0%	-85%	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
<b>Administrative Support</b>																
Workforce #/%	19/18%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	77/74%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,610/29%	110/2%	15/0%	0/0%	10/0%	10/0%	19/0%	10/0%	3,335/60%	105/2%	155/3%	0/0%	30/1%	0/0%	35/1%	90/2%
Utilization #/%	-11%	-0%	2%	0%	-0%	-0%	-0%	-0%	14%	-1%	0%	0%	-1%	0%	-1%	-2%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,795/78%	385/11%	45/1%	15/0%	110/3%	0/0%	30/1%	115/3%	70/2%	0/0%	0/0%	0/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,650/45%	275/5%	135/2%	0/0%	45/1%	0/0%	49/1%	0/0%	2,180/37%	155/3%	235/4%	10/0%	150/3%	10/0%	45/1%	0/0%
Utilization #/%	35%	-5%	-2%	0%	19%	0%	-1%	0%	-37%	-3%	-4%	-0%	-3%	-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-Officials</b>				✓												
<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>Sheriff</b>																
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%
<b>Chief Deputy</b>																
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%
<b>Chief of Operations</b>																
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%
<b>Chief of Staff</b>																
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%
<b>Major</b>																
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%
<b>Captain</b>																
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	16/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	27/79%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/12%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Corporal</b>																
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%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	142/71%	7/3%	8/4%	0/0%	1/0%	0/0%	0/0%	0/0%	39/19%	0/0%	4/2%	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 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.

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[signature]

[title]

[date]