

EEOP Utilization Report



Mon Nov 28 12:55:26 EST 2016

Step 1: Introductory Information

Grant Title:	COPS Anti-Gang Initiative	Grant Number:	2015GVWX0008
Grantee Name:	Harris County Sheriff's Office	Award Amount:	\$750,000.00
Grantee Type:	Local Government Agency		
Address:	1200 Baker St Houston, Texas 77002		
Contact Person:	Donald P. Darracq	Telephone #:	713-274-4720
Contact Address:	810 N. San Jacinto Houston, Texas 77002		
DOJ Grant Manager:	Carla Pesiri	DOJ Telephone #:	202-353-8972

Policy Statement:

The Harris County Sheriffs Office (HCSO) adheres to the Harris County Equal Employment Opportunity Plan which states that employees must not, in their official capacity, discriminate in employment practices against any person because of the persons race, color, religion, sex, national origin, age, or disability. Employment practices as used in this Plan means all terms and conditions of employment, including but not limited to, recruiting, advertising, screening, classification, selection, appointment, hiring, assignment, transfer, promotion, demotion, discipline, layoff, termination, leave practices, rates of pay, fringe benefits, or other forms of pay or credit for services rendered, and access to and use of county facilities.

Step 4b: Narrative Underutilization Analysis

The utilization analysis chart suggests a general deficiency in all non-enforcement specific job categories. As a primary law-enforcement based agency, this is expected as compared to greater Harris County which despite the current economy, still offers a relatively thriving job market. While categories such as Professionals, Technicians and Administrative Support are utilized, the rate of utilization is much lower than other job sectors. The Job Category Protective Services: Non-sworn specifically refers to Civilian Jailers. Recently a concerted effort has been made to recruit Civilian Jailers in a manner more reflective of the diverse Harris County/Houston community. The utilization analysis chart shows male Latino and Black Civilian Jailers are being utilized at an acceptable rate. We do acknowledge the need to address under utilization of females as Civilian Jailers. We also recognize the under utilization of females with the Protective Services: Sworn-Patrol Officer Job Category. The Chart additionally suggests under utilization of both females and minorities within the Protective Service: Sworn-Officials Category. Addressing female recruitment and promotions will become a paramount concern. The current demographics of Harris County: 41.8% Hispanic, 70.5% White, 19.5% African American, 1.1% American Indian, 7% Asian and 0.1% Pacific Islander. We believe the purported under utilization of these groups is due to the percentages of population within the communities we recruit from. The Harris County Sheriffs Office is fully committed to working toward a diverse workforce, reflecting the community it serves.

Step 5 & 6: Objectives and Steps

1. Ensure promotional procedures are fair and based upon performance

- a. Promotional procedures are governed by Rule 14 of the Harris County Sheriff's Civil Service Commission. The Commission oversees and ensures that promotional decisions are based purely upon the scores of written testing, oral interviews or assessment centers and other published factors.
- b. The Commission will monitor and electronically record each individual interview or assessment.
- c. The Commission shall publish promotional eligibility lists which are used by the Sheriff's Office in selecting employees for promotion.

2. Determine if factors exist deterring employees from wanting to become sworn officers

- a. An employee with aspirations of becoming a Sworn Patrol Officer is first hired as a Civilian Jailer. The Civilian Jailer job category has its own completely separate career path, from entry level Detention Officer through Detention Lieutenant. It is quite possible for an employee to find a career in detentions more appealing than becoming a sworn patrol officer. Notwithstanding, the Sheriffs Office must ensure that the process of becoming a sworn patrol officer is fair and equitable.
- b. The Sheriff's will review all processes involved with becoming a sworn patrol officer to ensure they are consistent and based upon the merit(s) of an individual.
- c. The Sheriff's Office will ensure no barriers exist which would create an adverse impact to those wanting to become sworn patrol officers.

3. Increase recruitment efforts for under utilized groups

- a. The Sheriffs Office uses a multitude of avenues to recruit including; job fairs within the community, social media, websites, employment information etched on patrol cars and occasional radio advertisement. The Sheriffs Office strives to reach as many citizen with employment information as possible.
- b. The Sheriff's Office will review its current recruiting plans and focus more precisely on communities which may have larger numbers of under utilized groups.
- c. The Sheriff's Office will concentrate on attending and or hosting job fares in colleges and other similar establishments that serve under utilized groups.
- d. The Sheriff's Office will utilize exit interviews to gain valuable insight, analyze the responses and use the information as guidance to further improve their hiring and promotional processes.

Step 7a: Internal Dissemination

The Sheriff's Office maintains an internal web-site, available to all Sheriff's Office employees. Once approved, our EEOP Utilization Report shall be permanently placed on the intranet site. Additionally, instructions concerning what the report is and its location will be emailed to all Sheriff's Office personnel. Printed copies of the approved EEOP Utilization Report will also be available in the Sheriff's Office, Human Resources section. Notices concerning the availability of our approved EEOP Utilization Report will be posted in areas where both the general public have access as well as areas only accessed by Sheriff's Office personnel.

Step 7b: External Dissemination

The Sheriff's Office maintains an external web-site available to the public. A copy of our approved EEOP Utilization report will be permanently uploaded to this site. Additionally, printed copies will be available at all main Sheriff's Office reception areas. The Sheriff's Office will investigate the feasibility of using Social Media to advise the public of the EEOP Utilization report and where and how to get a copy of it. In addition, notices concerning the availability of our EEOP Utilization Report will be posted in areas commonly accessed by the public. Printed copies of our EEOP Utilization Report will be available in the general reception area of the Harris County Purchasing Office, the central place of business for contractors and vendors doing business with all Harris County offices.

Utilization Analysis Chart
Relevant Labor Market: Harris County, Texas

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 #/%	2/100%	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 #/%	118,405/43%	26,350/10%	13,690/5%	495/0%	10,815/4%	85/0%	1,090/0%	530/0%	58,785/22%	17,170/6%	18,185/7%	200/0%	5,945/2%	95/0%	590/0%	530/0%
Utilization #/%	57%	-10%	-5%	-0%	-4%	-0%	-0%	-0%	-22%	-6%	-7%	-0%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	12/3%	8/2%	77/22%	1/0%	10/3%	0/0%	0/0%	0/0%	33/10%	28/8%	163/48%	0/0%	10/3%	0/0%	0/0%	1/0%
CLS #/%	118,755/30%	23,745/6%	21,065/5%	175/0%	28,265/7%	15/0%	1,345/0%	960/0%	113,885/28%	27,120/7%	39,780/10%	385/0%	23,305/6%	45/0%	1,770/0%	930/0%
Utilization #/%	-26%	-4%	17%	0%	-4%	-0%	-0%	-0%	-19%	1%	38%	-0%	-3%	-0%	-0%	0%
Technicians																
Workforce #/%	18/6%	9/3%	56/19%	0/0%	11/4%	0/0%	0/0%	0/0%	53/18%	38/13%	109/36%	1/0%	5/2%	0/0%	0/0%	0/0%
CLS #/%	17,590/28%	6,370/10%	4,205/7%	35/0%	4,100/7%	25/0%	265/0%	50/0%	11,575/19%	5,290/9%	8,665/14%	110/0%	3,540/6%	0/0%	70/0%	80/0%
Utilization #/%	-22%	-7%	12%	-0%	-3%	-0%	-0%	-0%	-1%	4%	22%	0%	-4%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	248/60%	53/13%	67/16%	1/0%	3/1%	0/0%	0/0%	0/0%	23/6%	3/1%	18/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,655/36%	5,835/15%	8,700/23%	45/0%	635/2%	0/0%	110/0%	170/0%	2,410/6%	1,205/3%	4,690/12%	30/0%	160/0%	0/0%	70/0%	25/0%
Utilization #/%	23%	-3%	-7%	0%	-1%	0%	-0%	-0%	-1%	-2%	-8%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	745/41%	372/21%	380/21%	1/0%	52/3%	0/0%	0/0%	2/0%	87/5%	61/3%	110/6%	0/0%	2/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	39,355/17%	41,120/18%	26,635/12%	285/0%	5,720/2%	120/0%	625/0%	660/0%	34,605/15%	39,560/17%	33,700/15%	230/0%	5,555/2%	15/0%	900/0%	765/0%
Utilization #/%	24%	3%	9%	-0%	0%	-0%	-0%	-0%	-10%	-14%	-9%	-0%	-2%	-0%	-0%	-0%
Protective Services: Non-sworn																

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 #/%	219/17%	211/16%	295/23%	3/0%	20/2%	0/0%	0/0%	1/0%	68/5%	115/9%	367/28%	0/0%	3/0%	0/0%	0/0%	1/0%
CLS #/%	620/24%	235/9%	505/19%	20/1%	75/3%	0/0%	20/1%	0/0%	535/20%	340/13%	220/8%	0/0%	0/0%	0/0%	40/2%	0/0%
Utilization #/%	-7%	7%	3%	-1%	-1%	0%	-1%	0%	-15%	-4%	20%	0%	0%	0%	-2%	0%
Administrative Support																
Workforce #/%	13/3%	7/2%	13/3%	0/0%	4/1%	0/0%	0/0%	0/0%	81/21%	101/26%	151/39%	0/0%	12/3%	0/0%	0/0%	1/0%
CLS #/%	100,820/18%	57,275/10%	34,450/6%	370/0%	15,930/3%	290/0%	1,210/0%	945/0%	144,090/26%	99,560/18%	73,870/13%	655/0%	16,555/3%	200/0%	1,875/0%	1,715/0%
Utilization #/%	-15%	-9%	-3%	-0%	-2%	-0%	-0%	-0%	-5%	8%	26%	-0%	0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	69,875/29%	130,525/55%	17,755/7%	560/0%	8,015/3%	100/0%	1,060/0%	600/0%	3,070/1%	3,430/1%	1,350/1%	55/0%	1,685/1%	0/0%	190/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	76,120/14%	188,340/34%	60,175/11%	480/0%	14,395/3%	165/0%	900/0%	1,280/0%	44,925/8%	111,790/20%	45,595/8%	410/0%	14,940/3%	130/0%	905/0%	620/0%
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
Professionals	✓	✓			✓				✓				✓			
Technicians	✓	✓			✓								✓			
Protective Services: Sworn-Officials			✓							✓	✓					
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
Chief																
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%
Major																
Workforce #/%	6/60%	1/10%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	20/87%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	30/54%	7/12%	8/14%	0/0%	0/0%	0/0%	0/0%	0/0%	5/9%	0/0%	6/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	189/58%	44/14%	56/17%	1/1%	3/1%	0/0%	0/0%	0/0%	17/5%	2/1%	12/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	745/41%	372/21%	380/21%	1/3%	52/3%	0/0%	0/0%	2/0%	87/5%	61/3%	110/6%	0/0%	2/0%	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: Donald P. Darracq

Manager

11-28-2016

[signature]

[title]

[date]