

EEO Utilization Report

Organization Information

Name: City Of Charleston Police Department

City: Charleston

State: SC

Zip: 29403

Type: County/Municipal Law Enforcement

Fri 10-05-2018 14:21:57 EDT

Step 1: Introductory Information

Policy Statement:

The City of Charleston is firmly committed to Equal Employment Opportunity as a fundamental policy to be implemented and observed in our daily operation. We will not tolerate discrimination in employment based on age, sex, race, religion, nor, disability, national origin, veteran status, political affiliation, or any other characteristic protected by federal, state, or local laws. In addition to its commitment to compliance with State and Federal laws relating to unlawful harassment, the City also strives to create and preserve a work environment free from discomfort or pressure relating to any personal characteristics such as personal appearance, sexual orientation, or family obligations. Sexual orientation means a persons real or perceived heterosexuality, homosexuality or bisexuality or gender identity or expression.

Following File has been uploaded:Equal Opportunity Excerpt - Employee Handbook.pdf

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the City of Charleston noted the following underrepresentation in each category.

Protective Services: Sworn Officials: Black males comprise 13% of department staff in this category versus a county average of 19.6%. Black females comprise 3.3% of department staff in this category versus a county average of 12.1%. These same categories are appropriately represented at the Patrol Officer level.

Protective Services: Sworn Patrol Officers: White females comprise 13.7% of department staff in this category versus a county average of 46.7%.

Administrative Support: White females comprise 28.6% of department staff in this category versus a county average of 44.5%.

General Analysis: Underrepresentation of females may be a reflection of the high cost of child care as compared to relatively low public sector salaries. This same effect can be seen in city-wide utilization of categories such as Administrative Support, not just within the Police Department. Overall, the Police Department reflects a more diverse utilization than the city as a whole. In addition, the Charleston County unemployment rate has been steadily declining, reaching 2.9% in July 2018 with the State rate at 3.5% and the national rate at 4.1% for that same month. The below average unemployment rate impacts the availability of candidates compounded by nationwide difficulty in hiring for the Protective Services category.

Step 5: Objectives and Steps

1. Ensure that the application process does not exclude minority or non-traditional applicants.

- a. Periodically review educational, credit, physical, and background requirements, as well as the application process and testing, to guard against barriers to diverse applicant groups.
- b. Continue customer service training to instill respectful work environments for both colleagues and clients.
- c. Continue comprehensive new employee and managerial training to ensure that both managers and subordinates are aware of grievance, whistleblower, privacy, and anti-retaliation policies.

2. Expand overall recruitment efforts to achieve a larger and more diverse applicant pool.

- a. Annually review standard employee benefits package to ensure benefits attract a variety of applicants as well as to provide family-oriented benefits; recent additions to our benefits plan include employer paid short term disability.
- b. Expand attendance at local job fairs and partnerships with minority colleges and churches.
- c. Continue to make use of online application systems, posting job announcements on both the city's website and third party websites such as Indeed and LinkedIn to reach as many prospective applicants as possible.
- d. Continue to make use of a full-time minority female recruiter who is able to drive targeted recruitment and outreach efforts.
- e. Continue to look at ways to improve compensation packages, both through improving salaries and benefits to appeal to a wider applicant pool.

3. Increase promotional opportunities for minorities, to include Black males and Black females who are underrepresented at the Officials level, but not at Patrol Officer.

- a. Increase recruitment outreach to historically Black colleges.
- b. Hold community-based job fairs on the East Side neighborhood in Charleston.
- c. Ensure that leadership and supervisory training opportunities are applied equitably.
- d. Continue efforts to recruit qualified minority applicants into Patrol Officer positions to increase applicant pool for promotional opportunities.
- e. Provide a mentorship program to minority officers, pairing them with senior-level Black officers who guide them with leadership training and support to help them work towards an executive role within the Department.

Step 6: Internal Dissemination

The City of Charleston will internally disseminate the EEOP Utilization Report in the following ways:

- Posting a copy of the EEOP Utilization Report on the Citys internal and external Human Resources website.
- Posting information on the Citys EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying employees that the EEOP Utilization Report is available on the Citys internal and external Human Resources website. The notice will also state that for employees without access to a computer, they may call Human Resources to receive a paper copy of the report by mail.

Step 7: External Dissemination

The City of Charleston will externally disseminate the EEOP Utilization Report in the following ways:

- Posting a copy of the EEOP Utilization Report on the Citys external Human Resources website
- Posting information on the Citys EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying citizens that the EEOP Utilization Report is available on the Citys external Human Resources website. The notice will also state that that the EEOP Utilization Report can be mailed to the individual by calling and requesting this service through the Human Resources Department.
- Adding a clause to the EEO language contained in the Procurement divisions public bids for services. This Clause would notify potential service providers that the utilization report is available on the Citys external website and by mail.

Utilization Analysis Chart
Relevant Labor Market: Charleston County, South Carolina

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 #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	13,830/50%	290/1%	1,305/5%	50/0%	295/1%	0/0%	70/0%	9,560/34%	180/1%	1,690/6%	50/0%	180/1%	25/0%	95/0%	75/0%
	Utilization #/%	0%	-1%	-5%	-0%	-1%	0%	-0%	16%	-1%	-6%	-0%	-1%	-0%	-0%	-0%
Professionals																
	Workforce #/%	5/28%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	4/22%	0/0%	6/33%	0/0%	2/11%	0/0%	0/0%	0/0%
	CLS #/%	13,580/34%	330/1%	1,705/4%	45/0%	555/1%	35/0%	105/0%	17,965/45%	455/1%	4,360/11%	25/0%	510/1%	0/0%	175/0%	50/0%
	Utilization #/%	-6%	-1%	1%	-0%	-1%	-0%	-0%	-23%	-1%	22%	-0%	10%	0%	-0%	-0%
Technicians																
	Workforce #/%	7/29%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	12/50%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	2,275/31%	120/2%	405/5%	0/0%	70/1%	0/0%	95/1%	2,650/36%	90/1%	1,460/20%	0/0%	145/2%	65/1%	25/0%	20/0%
	Utilization #/%	-1%	-2%	7%	0%	-1%	0%	-1%	14%	-1%	-11%	0%	-2%	-1%	-0%	-0%
Protective Services: Sworn-Officials																
	Workforce #/%	157/73%	3/1%	28/13%	0/0%	2/1%	0/0%	0/0%	18/8%	0/0%	7/3%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	2,365/54%	100/2%	850/20%	0/0%	15/0%	0/0%	0/0%	425/10%	15/0%	525/12%	0/0%	20/0%	0/0%	0/0%	25/1%
	Utilization #/%	19%	-1%	-7%	0%	1%	0%	0%	-1%	-0%	-9%	0%	-0%	0%	0%	-1%
Protective Services: Sworn-Patrol Officers																
	Workforce #/%	127/62%	5/2%	27/13%	0/0%	2/1%	0/0%	3/1%	28/14%	2/1%	9/4%	0/0%	0/0%	0/0%	2/1%	0/0%
	Civilian Labor Force #/%	8,320/41%	150/1%	575/3%	0/0%	190/1%	0/0%	100/0%	9,570/47%	160/1%	1,190/6%	0/0%	100/0%	0/0%	69/0%	30/0%
	Utilization #/%	21%	2%	10%	0%	0%	0%	1%	-33%	0%	-1%	0%	-0%	0%	1%	-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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	100/51%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	35/18%	0/0%	50/26%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	11/22%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	14/29%	0/0%	19/39%	0/0%	1/2%	0/0%	1/2%	0/0%
CLS #/%	15,400/26%	345/1%	3,350/6%	45/0%	270/0%	0/0%	154/0%	45/0%	26,025/45%	645/1%	11,280/19%	40/0%	465/1%	10/0%	345/1%	50/0%
Utilization #/%	-4%	-1%	0%	-0%	-0%	0%	-0%	-0%	-16%	-1%	19%	-0%	1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	4/57%	0/0%	3/43%	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 #/%	12,990/60%	2,575/12%	4,185/19%	75/0%	165/1%	0/0%	160/1%	140/1%	895/4%	80/0%	435/2%	0/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	-3%	-12%	24%	-0%	-1%	0%	-1%	-1%	-4%	-0%	-2%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	3/38%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	2/25%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,160/27%	3,745/7%	11,800/21%	45/0%	475/1%	15/0%	380/1%	265/0%	10,915/20%	1,355/2%	10,360/19%	95/0%	745/1%	25/0%	210/0%	40/0%
Utilization #/%	10%	-7%	4%	-0%	-1%	-0%	-1%	-0%	5%	-2%	-6%	-0%	-1%	-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-Officials			✓								✓					
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
Chief																
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%
Deputy Chief																
Workforce #/%	0/0%	0/0%	1/50%	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%
Captain																
Workforce #/%	3/50%	0/0%	3/50%	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%
Lieutenant																
Workforce #/%	12/63%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	51/81%	1/2%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	5/8%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Master Police Officer																
Workforce #/%	24/71%	1/3%	5/15%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Senior Police Officer																
Workforce #/%	66/73%	1/1%	12/13%	0/2%	2/2%	0/0%	0/0%	0/0%	8/9%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	127/62%	5/2%	27/13%	0/1%	2/1%	0/0%	3/1%	0/0%	28/14%	2/1%	9/4%	0/0%	0/0%	0/0%	2/1%	0/0%

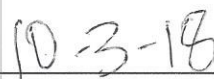
I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

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



[signature]

[title]



[date]