

# EEO Utilization Report

## Organization Information

Name: City Of Charleston Police Department

City: Charleston

State: SC

Zip: 29403

Type: County/Municipal Law Enforcement

## 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:DOJ EEOP - Attachment - Handbook EEO 2020.pdf

## Step 4b: Narrative of Interpretation

Protective Services: Sworn Officials: Black males comprise 11.1% of department staff in this category versus a county average of 19.6%. Black females comprise 4.6% of department staff in this category versus a county average of 12.1%.

Protective Services: Sworn Patrol Officers: Black males comprise 8.5% of department staff in this category versus a county average of 18.1%. Black females comprise 3.2% of department staff in this category versus a county average of 24.1%.

Administrative Support: White females comprise 28% of department staff in this category versus a county average of 44.5%.

General Analysis: 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.

## Step 5: Objectives and Steps

### 1. Increase recruitment and promotional opportunities for minorities, to include Black males and Black females.

- a. Increase recruitment outreach generally through increased events, media presence, and testing as well as specifically by increasing recruitment efforts with historically Black colleges and universities.
- b. Participate in community-based job fairs and other events such as the Eastside Career Fair and Black Expo.
- 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.

### 2. Ensure that the application process does not exclude minority or nontraditional applicants.

- a. Periodically review education, 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.

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

- a. Expand attendance at local job fairs and partnerships with minority colleges and churches.
- b. 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 includes employer paid short term disability.
- c. Continue to make use of online systems, posting job announcements on both the city website and third party websites such as Indeed and LinkedIn to reach as many prospective applicants as possible.
- d. Continue to make use of two full-time recruiters who are 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.

## 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 City's internal and external Human Resources website.
- Posting information on the City's EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying employees that the EEOP Utilization Report is available on the City's 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 EEO Utilization Report in the following ways:

- Posting a copy of the EEO Utilization Report on the City's external Human Resources website
- Posting information on the City's EEO boards, located at team offices, receptions rooms, break rooms, and lobbies notifying citizens that the EEO Utilization Report is available on the City's external Human Resources website. The notice will also state that that the EEO 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 City's 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
<b>Officials/Administrators</b>																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	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%	90/0%	9,560/34%	180/1%	1,690/6%	50/0%	180/1%	25/0%	95/0%	75/0%
Utilization #/%	-16%	-1%	-5%	-0%	-1%	0%	-0%	-0%	32%	-1%	-6%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	5/28%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/22%	0/0%	5/28%	0/0%	3/17%	0/0%	0/0%	0/0%
CLS #/%	13,580/34%	330/1%	1,705/4%	45/0%	555/1%	35/0%	105/0%	70/0%	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%	-0%	-23%	-1%	17%	-0%	15%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	7/32%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	11/50%	0/0%	1/5%	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%	0/0%	2,650/36%	90/1%	1,460/20%	0/0%	145/2%	65/1%	25/0%	20/0%
Utilization #/%	1%	-2%	8%	0%	-1%	0%	-1%	0%	14%	-1%	-15%	0%	-2%	-1%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	155/72%	2/1%	24/11%	0/0%	2/1%	0/0%	0/0%	0/0%	22/10%	0/0%	10/5%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	2,365/54%	100/2%	850/20%	0/0%	15/0%	0/0%	0/0%	0/0%	425/10%	15/0%	525/12%	0/0%	20/0%	0/0%	0/0%	25/1%
Utilization #/%	17%	-1%	-8%	0%	1%	0%	0%	0%	0%	-0%	-7%	0%	-0%	0%	0%	-1%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	124/66%	11/6%	16/8%	0/0%	0/0%	0/0%	4/2%	0/0%	24/13%	3/2%	6/3%	0/0%	0/0%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	3,655/26%	1,435/10%	2,585/18%	0/0%	125/1%	0/0%	60/0%	60/0%	2,390/17%	400/3%	3,435/24%	45/0%	30/0%	0/0%	40/0%	0/0%
Utilization #/%	40%	-4%	-10%	0%	-1%	0%	2%	-0%	-4%	-1%	-21%	-0%	-0%	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 #/%	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 #/%																
<b>Administrative Support</b>																
Workforce #/%	9/18%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	14/28%	1/2%	22/44%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	15,400/26%	345/1%	3,350/6%	45/0%	270/0%	0/0%	0/0%	45/0%	26,025/45%	645/1%	11,280/19%	40/0%	465/1%	10/0%	345/1%	50/0%
Utilization #/%	-8%	-1%	0%	-0%	-0%	0%	-0%	-0%	-17%	1%	25%	-0%	1%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	3/60%	0/0%	2/40%	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%	0/0%	140/1%	895/4%	80/0%	435/2%	0/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	0%	-12%	21%	-0%	-1%	0%	-1%	-1%	-4%	-0%	-2%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	2/33%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	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 #/%	6%	-7%	-5%	-0%	-1%	-0%	16%	-0%	14%	-2%	-19%	-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
<b>Chief of Police</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>Deputy Police Chief</b>																
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%
<b>Captain</b>																
Workforce #/%	4/67%	0/0%	2/33%	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>Lieutenant</b>																
Workforce #/%	13/68%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	54/84%	1/2%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%	3/5%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Master Police Officer</b>																
Workforce #/%	20/62%	1/3%	4/12%	0/3%	1/3%	0/0%	0/0%	0/0%	3/9%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Senior Police Officer</b>																
Workforce #/%	63/68%	0/0%	11/12%	0/1%	1/1%	0/0%	0/0%	0/0%	12/13%	0/0%	4/4%	0/0%	0/0%	0/0%	1/1%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	124/66%	11/6%	16/8%	0/0%	0/0%	0/0%	4/2%	0/0%	24/13%	3/2%	6/3%	0/0%	0/0%	0/0%	1/1%	0/0%

