

# 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:**

See Attachment.

Following File has been uploaded:Handbook EEO 2022.pdf

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

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

Protective Services Sworn Officials: Black Males comprise 10.3% of department staff in this category versus a county average of 19.6%. Black Females comprise 4.7% of department staff in this category versus a county average of 12.1%.

Sworn Patrol Officers: Black Males comprise 8.1% of department staff in this category versus a county average of 18.1%.

Black Females comprise 2.5% of department staff in this category versus a county average of 24.1%.

Administrative Support: White Males comprise 6.7% of department staff in this category versus a county average of 26.3%.

General Analysis: Black Males and Black Females are the most frequently underrepresented group, showing underrepresentation in Protective Services Category for both Sworn Officials and Sworn Patrol Officers.

Underrepresentation of White Males in Administrative Support Category follows a city-wide utilization trend, not specific to the Police Department. Overall, the Police Department reflects a more diverse utilization than the city as a whole.

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

### **1. Hire More Female Officers**

- a. The Charleston Police Department is currently comprised of 16.9% women serving in sworn positions. The Recruitment and Retention Unit would like to see more women placed into traditionally male collateral duties and higher leadership positions within the department to reflect the equal opportunities at Charleston Police Department and to, ultimately, attract more female police applicants.

### **2. Build & Nurture Community Partnerships**

- a. The Recruitment and Retention Unit will work with the Community Outreach division and other divisions by attending relevant community events, meetings, and forums in order to reach various facets of the communities residing in and around the Charleston area and to increase the departments brand image, which in turn, will increase our applicant numbers.

### **3. Internal Recruitment and Retention Tracking - The following data will be tracked in order to focus marketing efforts and the recruitment and retention budget on successful initiatives and programs:**

- a. Recruitment - Documentation of how, and from where, hired applicants were recruited
- b. Recruitment - Documentation why hired applicant selected Charleston Police Department over other agencies (reputation, take home vehicle policy, training, etc.)
- c. A member from the Recruitment and Retention Unit will meet with new applicants during pre-academy and speak with them in the first few weeks to capture the recruitment data listed in the first 2 steps.
- d. Retention - Document why the Officer is separating from the department (schedule, pay, incentives, etc.)

### **4. Report Out to Chain of Command:**

- a. Monthly reports concerning recruitment will be provided to executive staff and will include:
  1. Number of applications per month (including race and gender)
  2. Number of those tested per month (including race and gender)
  3. Reasons for process removal, ie, physical agility, interview, etc. (including race and gender)
  4. Number of hires for the month (including race and gender)
- b. Quarterly reports concerning retention will be provided to executive staff and will include:
  1. Number of exit interviews
  2. Reasons for leaving (include race and gender)
  3. Memo documenting the reasons for leaving and any recommendations to address the concerns from the Recruitment and Retention Unit

## **5. Hire More Minority Officers**

- a. The department needs to increase minority applicant numbers in order to draw from a qualified minority applicant pool to meet the demands for an increase in minority officers.

## **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 EEOP Utilization Report in the following ways:

- Posting a copy of the EEOP Utilization Report on the City's external Human Resources website
- Posting information on the City's EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying citizens that the EEOP Utilization Report is available on the City's external Human Resources website. The notice will also state 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 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%	2/67%	0/0%	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 #/%	6/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	8/42%	0/0%	3/16%	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 #/%	-2%	-1%	-4%	-0%	-1%	-0%	-0%	-0%	-34%	-1%	31%	-0%	15%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	6/29%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	11/52%	0/0%	1/5%	1/5%	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 #/%	-2%	-2%	4%	0%	-1%	0%	-1%	0%	17%	-1%	-15%	5%	-2%	-1%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	151/71%	3/1%	22/10%	0/0%	1/0%	0/0%	0/0%	0/0%	25/12%	1/0%	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 #/%	16%	-1%	-9%	0%	0%	0%	0%	0%	2%	0%	-7%	0%	-0%	0%	0%	-1%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	128/65%	13/7%	16/8%	0/0%	0/0%	0/0%	7/4%	0/0%	27/14%	2/1%	5/3%	0/0%	0/0%	0/0%	0/0%	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 #/%	39%	-3%	-10%	0%	-1%	0%	3%	-0%	-3%	-2%	-22%	-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 #/%	2/7%	0/0%	3/10%	0/0%	0/0%	0/0%	1/3%	0/0%	8/27%	1/3%	14/47%	0/0%	1/3%	0/0%	0/0%	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 #/%	-20%	-1%	4%	-0%	-0%	0%	3%	-0%	-18%	2%	27%	-0%	3%	-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%	160/1%	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%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	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%	-21%	-0%	-1%	-0%	16%	-0%	14%	-2%	-19%	-0%	-1%	-0%	16%	-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>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>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 #/%	2/67%	0/0%	1/33%	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>Captain</b>																
Workforce #/%	2/50%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	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%	2/11%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	55/83%	1/2%	5/8%	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 #/%	23/68%	1/3%	3/9%	0/3%	1/3%	0/0%	0/0%	0/0%	4/12%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Senior Police Officer</b>																
Workforce #/%	55/63%	1/1%	10/11%	0/0%	0/0%	0/0%	0/0%	0/0%	15/17%	1/1%	4/5%	0/0%	0/0%	0/0%	1/1%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	128/65%	13/7%	16/8%	0/0%	0/0%	0/0%	7/4%	0/0%	27/14%	2/1%	5/3%	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.

Certified As Final By: Ryan Landry

Compensation and HR Data Manager

09-27-2022

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[signature]

[title]

[date]