

# EEOP Utilization Report



Mon Oct 24 18:09:05 EDT 2016

## Step 1: Introductory Information

|                           |  |                         |                |
|---------------------------|--|-------------------------|----------------|
| <b>Grant Title:</b>       | Bulletproof Vest Partnership                         | <b>Grant Number:</b>    | OMB# 1121-0235 |
| <b>Grantee Name:</b>      | Gilpin County Sheriffs Office                        | <b>Award Amount:</b>    | \$2,065.00     |
| <b>Grantee Type:</b>      | Local Government Agency                              |                         |                |
| <b>Address:</b>           | 2960 Dory Hill Road<br>Black Hawk, Colorado<br>80422 |                         |                |
| <b>Contact Person:</b>    | Tom Ihme   | <b>Telephone #:</b>     | 303-582-1060   |
| <b>Contact Address:</b>   | 2960 Dory Hill Road<br>Black Hawk, Colorado<br>80422 |                         |                |
| <b>DOJ Grant Manager:</b> | unknown  | <b>DOJ Telephone #:</b> | 877-758-3787   |

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|---------------------------|--|-------------------------|----------------------|
| <b>Grant Title:</b>       | Victim Advocates                                     | <b>Grant Number:</b>    | 2015-VA-14-008942-01 |
| <b>Grantee Name:</b>      | Gilpin County Sheriffs Office                        | <b>Award Amount:</b>    | \$62,340.00          |
| <b>Grantee Type:</b>      | Local Government Agency                              |                         |                      |
| <b>Address:</b>           | 2960 Dory Hill Road<br>Black Hawk, Colorado<br>80422 |                         |                      |
| <b>Contact Person:</b>    | Shannon Arrington                                    | <b>Telephone #:</b>     | 303-582-5926         |
| <b>Contact Address:</b>   | 2960 Dory Hill Road<br>Black Hawk, Colorado<br>80422 |                         |                      |
| <b>DOJ Grant Manager:</b> | debbie kasyon  | <b>DOJ Telephone #:</b> | 303-239-5703         |

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### Policy Statement:

#### GILPIN COUNTY EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOP)

It is the ongoing policy and practice of Gilpin County to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age or disability. This policy of equal employment opportunity shall apply to all terms, conditions and privileges of employment, including hiring, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, discipline, terminations, layoffs, and social and recreation programs. Gilpin County is committed to making employment decisions based on valid requirements and will analyze its personnel actions rigorously to ensure compliance with this policy.

The purpose of the EEOP is to ensure full and equal participation of men and women, regardless of race or national origin, in the workforce of Gilpin County. We personally endorse the EEOP and ask for employees continued assistance and support in maintaining an environment that reflects Gilpin Countys commitment to equal employment opportunity. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

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## **Step 4b: Narrative Underutilization Analysis**

A comparison of the Gilpin County Sheriffs office (GCSO) workforce to the community labor statistics for Gilpin County indicates underutilization of females, males, and minorities in a few areas. The Gilpin County Sheriff welcomes the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups.

Summary:

Officials/Administrator, Skilled Craft, and Professionals - The Gilpin County Sheriffs Office does not employ any persons in these categories.

Technicians and Service/Maintenance - We have 1 position in each of these categories which makes it difficult to interpret the level of underutilization in this job category as significant in relation to the relevant community labor market.

Protective Services: Sworn-Officials We have 9 positions in this category. Hispanic or Latino males (-9%), two or more race males (-6%) and Hispanic or Latino females (-23%) are underrepresented, while White males (32%) and White females (5%) are overrepresented.

Protective Services: Sworn Patrol Officers - We have 31 positions in the category. White males (-24%) are underrepresented, while Hispanic or Latino males (13%) and White females (12%) are overrepresented.

Protective Services: Non-Sworn We have 4 positions in this category. We are unable to interpret the level of underutilization in this job category as relevant community labor market data is unavailable.

Administrative Support We have 13 positions in this category. White males (-14%), Hispanic or Latino males (-3%), American Indian or Alaska Native males (-1%) Native Hawaiian or Other Pacific Islander males (-3%), Hispanic or Latino Females (-8%), Black or African American females (-4%), and two or more races female (-1%) are underrepresented, while White females (28%) and American Indian or Alaska Native females (7%) are overrepresented.

## **Step 5 & 6: Objectives and Steps**

### **1. 1. Identify any barriers in the promotional process that might deter Hispanic males and females from applying for sworn official positions.**

- a. Explore ways to actively support and participate in succession planning.
- b. Continue to provide mentoring programs.
- c. Continue to encourage Hispanic males and females to take advantage of department and outside training opportunities.
- d. Explore management development and leadership programs with a focus of developing future leaders.

### **2. 2. Identify any barriers in the recruitment process that may deter white males from applying for deputy positions.**

- a. Use teams of white male deputies to assist in the recruitment process and increase attendance at job fairs that target white males.
- b. Inquire as to whether anything in the recruitment or training process might be changed to encourage more white males to become GCSO officers. Based on their feedback, the GCSO will reexamine its outreach and training efforts and develop a revised outreach program.
- c. Building on GCSOs already established policy to conduct exit interviews with all employees who voluntarily leave the Sheriffs Office, the GCSO will review the comments from all male officers who voluntarily left the GCSO in the

last 12 months and who had three years of service or less. Based on this research, the GCSO will review how its employment policies may affect the recruitment and retention of male officers.

**3. 3. Identify any barriers in the recruitment process that may deter white and Hispanic males and Hispanic and Black females from applying for administrative support positions.**

- a. Inquire as to whether anything in the recruitment or training process might be changed to encourage more white and Hispanic males and Hispanic and Black females to apply for administrative support positions. Based on their feedback, the GCSO will reexamine its outreach and training efforts and develop a revised outreach program within six months.
- b. Building on GCSOs already established policy to conduct exit interviews with all employees who voluntarily leave the sheriffs department, the GCSO will review the comments from all male and Hispanic and Black female administrative support positions who voluntarily left the GCSO in the last 12 months and who had three years of service or less. Based on this research, the GCSO will review how its employment policies may affect the recruitment and retention of male and Hispanic and Black female administrative support positions.
- c. To attract white and Hispanic males and Hispanic and Black female recruits, the Gilpin County Human Resources Department will continue to work with the Colorado Workforce Center to expand its applicant search to areas that have a significant Hispanic and Black population.

**Step 7a: Internal Dissemination**

Post a copy of the EEOP Utilization Report on the Gilpin County Employee and Manager Portal.

Distribute a copy of the EEOP Utilization Report to all employees in a supervisory position; and

Send electronic and hard copy memorandum to every employee stating that a copy of the EEOP Utilization Report is available on request in the Human Resources office and can be viewed on the Employee and Manager Portal.

**Step 7b: External Dissemination**

Continue to include the statement Gilpin County is an Equal Opportunity Employer in all job applications and postings.

Post a memo in the Human Resources Office explaining how applicants and members of the public may obtain a copy of the EEOP.

Post a copy of the EEOP Utilization Report on Gilpin Countys public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Gilpin County, Colorado**

| 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 #/%                                     | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%   | 170/39% | 15/3%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 4/1%              | 0/0%  | 155/36% | 90/21%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Professionals</b>                              |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                                     | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%   | 235/56% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 185/44% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Technicians</b>                                |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                                     | 0/0%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 1/100%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 15/30%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 35/70%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | -30%    | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 30%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn-Officials</b>       |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                                     | 6/67%   | 1/11%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/22%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%   | 120/34% | 70/20%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 20/6%             | 0/0%  | 60/17%  | 80/23%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | 32%     | -9%                | 0%                        | 0%                               | 0%    | 0%  | -6%               | 0%    | 5%      | -23%               | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn-Patrol Officers</b> |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                                     | 22/71%  | 4/13%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 5/16%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Civilian Labor Force #/%                          | 84/95%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 4/5%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                                   | -24%    | 13%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 12%     | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Non-sworn</b>             |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                                     | 1/25%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 3/75%   | 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/    |
| Utilization #/%                                   |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Administrative Support</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 #/%              | 1/8%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 11/85%  | 0/0%               | 0/0%                      | 1/8%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 285/22% | 45/3%              | 0/0%                      | 10/1%                            | 0/0%  | 40/3%                                     | 0/0%              | 0/0%  | 745/57% | 110/8%             | 50/4%                     | 4/0%                             | 4/0%  | 0/0%                                      | 15/1%             | 0/0%  |
| Utilization #/%            | -14%    | -3%                | 0%                        | -1%                              | 0%    | -3%                                       | 0%                | 0%    | 28%     | -8%                | -4%                       | 7%                               | -0%   | 0%  | -1%               | 0%    |
| <b>Skilled Craft</b>       |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%              | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| CLS #/%                    | 240/75% | 55/17%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 25/8%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Service/Maintenance</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%  |
| CLS #/%                    | 705/28% | 275/11%            | 140/6%                    | 0/0%                             | 65/3% | 0/0%                                      | 15/1%             | 0/0%  | 895/36% | 320/13%            | 10/0%                     | 15/1%                            | 15/1% | 0/0%                                      | 35/1%             | 0/0%  |
| Utilization #/%            | 72%     | -11%               | -6%                       | 0%                               | -3%   | 0%  | -1%               | 0%    | -36%    | -13%               | -0%                       | -1%                              | -1%   | 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 |
| Protective Services:<br>Sworn-Patrol Officers | ✓     |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |



**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>Sergeant</b>                                       |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 4/67%  | 1/17%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 1/17%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| <b>Captain</b>  |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 1/50%  | 0/0%               | 0/0%                      | 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>Undersheiff</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>Protective Services:<br/>Sworn-Patrol Officers</b> |        |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| Workforce #/%   | 22/71% | 4/13%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 5/16%  | 0/0%               | 0/0%                      | 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 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.

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[signature]

[title]

[date]