

# EEO Utilization Report

## Organization Information

Name: Pima County Sheriff's Department

City: Tucson

State: AZ

Zip: 85714

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Pima County is committed to an equal employment opportunity policy and will take affirmative action to promote this policy. Public accountability requires that equal opportunity and diversity be our standard. Equal opportunity employment practices provide the best of government ideals. The following is confirmation of this commitment:

#### **I. EQUAL EMPLOYMENT OPPORTUNITY**

A. Pima County shall recruit, hire, train, promote, discipline and discharge persons without discrimination on the basis of race, color, religion, national origin, age, disability, veteran status, genetic information, pregnancy, sex, gender identity, gender expression or sexual orientation. Pima County will conform to the spirit as well as the letter of all applicable laws and regulations.

B. The County shall review employment demographics bi-annually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits, and layoff.

## Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Equal Employment Opportunity Program Coordinator for the Pima County Sheriff's Department (PCSD) made the following observations:

Underutilization categories:

Protective Services Sworn Officials:

Hispanic or Latino females -6%

Protective Services Sworn Patrol Officers:

White females -7%

Hispanic or Latino females -18%

American Indian or Alaska Native females -2%

Protective Services Non-Sworn:

White males -10%

Black or African American males -7%

White females -18%

Administrative Support:

White males -8%

Service/Maintenance:

White females -15%

The numbers represent significant underutilization of females, specifically White and Hispanic or Latino females, in the Protective Services (both Sworn and Non-Sworn), and males, specifically White and Black or African American, in the category of Protective Services: Non-Sworn. PCSD has had recruiting difficulties in recent years for law enforcement positions, but has taken great strides in the last year to attract more candidates.

In 2018, PCSD implemented a recruiting team to establish active recruiting efforts in the community in an attempt to attract candidates to the field of law enforcement. PCSD also recently increased the starting pay salary for Sworn and Non-Sworn Protective Services positions in an attempt to attract more candidates.

PCSD will continue to ensure that the recruitment for all vacant positions is widespread and examine its efforts to see if there may be ways to attract more Hispanic or Latino females and White females to apply for entry-level patrol officer positions as well as more White males and females and Black or African American males for non-sworn officer positions.

## Step 5: Objectives and Steps

**1. The Pima County Sheriff's Department will continue to enhance its efforts to attract White and Black or African American male candidates as well as White female candidates in the Protective Services: Non-Sworn job category and continue our recruitment practices to ensure all groups receive equal opportunity to secure employment.**

a. The PCSD Recruiting Team will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage White and Black or African American male candidates as well as White female candidates to apply for vacancies in the Protective Services: Non-Sworn category.

- b. The Pima County Sheriff's Department will send recruiting teams to various job fairs and career days and will continue to facilitate outreach activities with educational facilities for an opportunity to connect with more individuals.
- c. The Pima County Sheriff's Department will continue to review and implement new recruiting methods, practices and policies to promote equal opportunity through recruitment efforts.
- d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process and also continue to schedule physical fitness "practice" events to provide candidates an opportunity to reach the physical standard requirements for the Physical Fitness Test portion of the hiring process for Protective Services: Non-Sworn positions.

**2. The Pima County Sheriff's Department will continue to enhance its efforts to attract White male candidates in the Administrative Support category and White female candidates in the Service/Maintenance category and continue our recruitment practices to ensure all groups receive equal opportunity to secure employment.**

- a. The PCSD Recruiting Team will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage White male candidates to apply for vacancies in the Administrative Support category and encourage White females to apply for vacancies in the Service/Maintenance category.
- b. The Pima County Sheriff's Department will continue to facilitate outreach activities such as job fairs and career days with these educational facilities for an opportunity to connect with more individuals.
- c. The Pima County Sheriff's Department will continue to review and implement recruiting methods, practices and policies to promote equal opportunity through recruitment efforts.

**3. The Pima County Sheriff's Department will continue to enhance its efforts to attract Hispanic or Latino female employees to apply for promotional opportunities in Protective Services: Sworn Officials category and continue to ensure all groups receive equal opportunity to secure promotions within the department.**

- a. The Pima County Sheriff's Department will continue to review and implement recruitment and retention practices and promote equal opportunity through recruitment and retention efforts.

**4. The Pima County Sheriff's Department will continue to target female candidates, specifically White, Hispanic or Latino and American Indian or Alaska Native female candidates in the Protective Services: Sworn Patrol Officers job category and continue our recruitment practices to ensure all groups receive equal opportunity to secure employment.**

- a. The PCSD Recruiting Team will continue to reach out to local high schools, technical schools, charter schools, community colleges and state universities to encourage White, Hispanic or Latino, and American Indian or Alaska Native female candidates to apply for vacancies in the Protective Services: Sworn Patrol Officers category. When possible, at least one female sworn patrol officer of the Recruiting Team will be utilized in the efforts.
- b. The Pima County Sheriff's Department will continue to facilitate outreach activities such as job fairs and career days with these educational facilities for an opportunity to connect with more individuals. To attract more female candidates, at least one female sworn officer of the Recruitment Team will be utilized in these recruitment efforts.
- c. The Pima County Sheriff's Department will continue to review and implement recruiting methods, practices and policies to promote equal opportunity through recruitment efforts.
- d. The Pima County Sheriff's Department Recruiting Team will continue to personally reach out to all candidates to provide information and assistance with the various steps of the hiring process and also continue to schedule physical fitness "practice" events to provide candidates an opportunity to reach the Peace Officer Physical Aptitude Test (POPAT) requirements for the Physical Fitness portion of the hiring process for Protective Services: Sworn Patrol Officers positions.

**Step 6: Internal Dissemination**

1) Pima County includes its EEO Policy statement in the County's Merit System Rules and Personnel Policies, a copy of which is disseminated to Elected Officials, Appointing Authorities and all employees who are subject to the rules and policies.

2) Pima County includes the EEOP on the County's website and will continue to seek other creative locations for inclusion

that may include the website generated by the County's Employee Council and the County's electronic newspaper at least once per year.

- 3) Pima County conspicuously posts portions of the EEOP and policy on employee bulletin boards throughout the County.
- 4) Pima County periodically updates the County's commitment to the plan with managers, supervisors and employees. Coordination may occur between the Office of the Elected Officials and County Administration.

### **Step 7: External Dissemination**

- 1) Pima County includes the County's EEOP on the recruitment website.
- 2) Pima County's written job announcements, help wanted and other employment advertisements using County letterhead contain the following statement: Provides equal access and equal opportunity in employment and services and does not discriminate.
- 3) Pima County reminds applicants, vendors and suppliers regularly in writing of the County's EEOP and states that the plan is available for review.
- 4) Pima County posts a memo in the Human Resources office explaining how applicants, employees and members of the public may obtain a copy of the EEOP.

**Utilization Analysis Chart**  
**Relevant Labor Market: Pima County, Arizona**

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 #/%	8/44%	2/11%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	5/28%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,310/43%	4,555/10%	650/1%	260/1%	665/1%	100/0%	430/1%	50/0%	14,275/30%	4,140/9%	510/1%	215/0%	520/1%	30/0%	280/1%	15/0%
Utilization #/%	1%	1%	-1%	-1%	4%	-0%	-1%	-0%	-3%	2%	-1%	-0%	-1%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	15/43%	2/6%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	10/29%	5/14%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%
CLS #/%	28,805/65%	5,250/6%	1,320/2%	435/1%	2,330/3%	95/0%	515/1%	195/0%	31,490/38%	8,030/10%	1,170/1%	690/1%	1,860/2%	35/0%	355/0%	205/0%
Utilization #/%	8%	-1%	-2%	-1%	0%	-0%	-1%	-0%	-9%	5%	-1%	-1%	3%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	22/39%	8/14%	0/0%	1/2%	2/4%	0/0%	0/0%	2/4%	17/30%	4/7%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,400/27%	1,360/11%	265/2%	25/0%	320/3%	0/0%	59/0%	70/1%	4,730/37%	1,830/14%	235/2%	90/1%	270/2%	0/0%	80/1%	50/0%
Utilization #/%	12%	3%	-2%	2%	1%	0%	-0%	3%	-7%	-7%	-2%	1%	-2%	0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	68/72%	15/16%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	11/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,580/50%	2,665/24%	230/2%	180/2%	160/1%	20/0%	130/1%	155/1%	1,205/11%	675/6%	70/1%	65/1%	40/0%	0/0%	15/0%	0/0%
Utilization #/%	22%	-8%	-1%	-2%	-1%	-0%	-1%	-1%	1%	-6%	-1%	-1%	-0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	210/53%	114/29%	9/2%	3/1%	4/1%	2/1%	4/1%	2/1%	34/9%	14/4%	0/0%	1/0%	0/0%	0/0%	2/1%	0/0%
Civilian Labor Force #/%	9,150/25%	10,650/29%	585/2%	750/2%	245/1%	0/0%	275/1%	49/0%	5,790/16%	7,980/21%	325/1%	855/2%	240/1%	70/0%	145/0%	95/0%
Utilization #/%	28%	-0%	1%	-1%	0%	1%	0%	0%	-7%	-18%	-1%	-2%	-1%	-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
<b>Administrative Support</b>																
Workforce #/%	135/29%	205/43%	17/4%	5/1%	5/1%	1/0%	9/2%	0/0%	34/7%	49/10%	3/1%	4/1%	0/0%	1/0%	4/1%	0/0%
CLS #/%	240/38%	75/12%	65/10%	15/2%	0/0%	0/0%	0/0%	0/0%	160/26%	69/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-10%	31%	-7%	-1%	1%	0%	2%	0%	-18%	-1%	1%	1%	0%	0%	1%	0%
<b>Skilled Craft</b>																
Workforce #/%	42/15%	21/8%	3/1%	1/0%	1/0%	0/0%	0/0%	3/1%	113/41%	79/28%	6/2%	1/0%	3/1%	0/0%	5/2%	0/0%
CLS #/%	26,075/23%	11,615/10%	1,405/1%	430/0%	1,235/1%	75/0%	355/0%	230/0%	41,850/37%	24,310/21%	1,825/2%	1,655/1%	1,855/2%	110/0%	775/1%	415/0%
Utilization #/%	-8%	-3%	-0%	-0%	-1%	-0%	-0%	1%	4%	7%	1%	-1%	-1%	-0%	1%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	18,745/48%	16,450/42%	755/2%	765/2%	340/1%	65/0%	300/1%	35/0%	1,265/3%	375/1%	40/0%	25/0%	115/0%	0/0%	50/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	8/22%	11/30%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	14/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,770/24%	26,065/25%	2,300/2%	1,190/1%	1,500/1%	55/0%	605/1%	175/0%	21,225/20%	21,870/21%	1,335/1%	1,400/1%	1,310/1%	85/0%	455/0%	130/0%
Utilization #/%	-3%	5%	3%	-1%	-1%	-0%	-1%	-0%	-15%	17%	-1%	-1%	-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									✓	✓		✓				
Protective Services: Non-sworn	✓		✓						✓							
Administrative Support	✓															
Service/Maintenance									✓							

**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>Sheriff</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>Chief Deputy</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>Bureau Chief</b>																
Workforce #/%	2/67%	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%	0/0%
<b>Captain</b>																
Workforce #/%	7/88%	1/12%	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>Lieutenant</b>																
Workforce #/%	11/65%	2/12%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	46/71%	11/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	210/53%	114/29%	9/2%	3/1%	4/1%	2/1%	4/1%	34/9%	14/4%	0/0%	1/0%	0/0%	0/0%	2/1%	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: Brandy Grubaugh

EEO Program Coordinator

08-28-2019

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[signature]

[title]

[date]