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# EEOP Short Form



Wed Nov 17 11:06:42 EST 2010

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**Step 1: Introductory Information**

**Grant Title:** JAG Program FY 2009 Local Solicitation **Grant Number:** 2009-DJ-BX-0838  
**Grantee Name:** Clark County Sheriff's Office **Award Amount:** \$81,760.00  
**Grantee Type:** Local Government Agency  
**Address:** 120 North Fountain Avenue  
Springfield, Ohio  
45502  
**Contact Person:** Lt. John E. Reedy **Telephone #:** 937-328-2560  
**Contact Address:** 120 North Fountain Avenue  
Springfield, Ohio  
45502  
**DOJ Grant Manager:** Joyce Gernee **DOJ Telephone #:** 202-514-6134

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**Grant Title:** JAG FY 09 Recovery Act Local Solicitation **Grant Number:** 2009-SB-B9-0302  
**Grantee Name:** Clark County Sheriff's Office **Award Amount:** \$186,175.00  
**Grantee Type:** Local Government Agency  
**Address:** 120 North Fountain Avenue  
Springfield, Ohio  
45502  
**Contact Person:** Lt. John E. Reedy **Telephone #:** 937-328-2560  
**Contact Address:** 120 North Fountain Avenue  
Springfield, Ohio  
45502  
**State Granting Agency:** Springfield Police Department **Grant Number:** 2009-SB-B9-0302  
**Contact Name:** Captain Mike Varner  
**Contact Address:** 130 North Fountain Avenue  
Springfield, Ohio  
45502  
**Telephone #:** 937-324-7676

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**Grant Title:** JAG Program FY 2010 Local Solicitation **Grant Number:** 2010-DJ-BX-0077  
**Grantee Name:** Clark County Sheriff's Office **Award Amount:** \$32,240.00  
**Grantee Type:** Local Government Agency  
**Address:** 120 North Fountain Avenue

Springfield, Ohio  
45502

**Contact Person:** Lt. John E. Reedy                      **Telephone #:** 937-328-2560  
**Contact Address:** 130 North Fountain Avenue  
Springfield, Ohio  
45502

**State Granting Agency:** Springfield Police Department                      **Grant Number:** 2010-DJ-BX-0077  
**Contact Name:** Captain Mike Varner  
**Contact Address:** 130 North Fountain Avenue  
Springfield, Ohio  
45502

**Telephone #:** 937-324-7676

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**Policy Statement:**

B) Equal Opportunity Employer

1) The Clark County Sheriff's Office is an Equal Opportunity Employer which recruits, appoints, assigns, and disciplines all employees or potential employees on the basis of merit without regard to race, color, religion, sex, national origin, ethnic heritage, disability, or any factor precluded by applicable laws.

2) It is the policy of the Clark County Sheriff's Office that employees engaging in discriminatory actions will be disciplined accordingly. Such disciplinary action may include discharge from employment.

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

The Staff Services Lieutenant and the Chief Deputy in consultation with the Sheriff reviewed the Utilization Analysis, which compared the agency's workforce to the relevant labor market and noted the following:

1. White females were significantly under-represented in the category of Protective Services Sworn-Patrol Officers (-30%).
2. Black females were significantly under-represented in the category of Protective Services Sworn-Patrol Officers (-5%).

Additionally, it was observed that there were other areas of under-representation indicated such as in our Professionals (nursing staff), which indicated white males were significantly under-represented (-27%) but this is indeterminate due to the limited number of employees (12) and the trend of significantly fewer males nationally in that profession. Black females (-4%) were also under-represented but also indeterminate due to the limited number of employees (12).

Our Skilled Craft category (Communication Operators) indicated white males were significantly under-represented (-63%) as well as black males (4%), which is also indeterminate due to the limited number of employees (20) and our history of primarily females applying for this position.

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

**1. "Our objective is to encourage Black or African American women to apply for vacancies that become available in the Protective Services: Sworn Patrol Officers job category."**

- a. Our agency is currently on a hiring freeze for this category and have been for the past year. We anticipate deep cuts to the next years budget preventing us from filling existing and potential vacancies until the fiscal situation within the County improves. But, during this time our administrative secretary will conduct a review of the current applicant pool for this job category to determine whether Black or African American women applicants were under represented. She will then provide these results to the Chief Deputy within six months of the date of this report.
- b. As our agency requires successful completion of a certified Ohio Peace Officer Training Academy and passage of the Peace Officer Certification State Test as well as an Associates Degree before consideration for employment, our organization will designate a person as a liason and outreach coordinator to local educational institutions that conduct the required academies and offer the required degree path. We will contact at least the following educational institutions: Clark State University, Sinclair University as well as the Ohio Peace Officer Training Academy with the goal of encouraging those Black or African American women attending these institutions to apply with our agency.

**2. "Our objective is to encourage white women to apply for vacancies that become available in the Protective Services: Sworn-Patrol Officers job category."**

- a. Our agency is currently on a hiring freeze for this category and have been for the past year. We anticipate deep cuts to the next years budget preventing us from filling existing and potential vacancies until the fiscal situation within the County improves. But, during this time our administrative secretary will conduct a review of the current applicant pool for this job category to determine whether White women applicants were under represented. She will then provide these results to the Chief Deputy within six months of the date of this report.
- b. As our agency requires successful completion of a certified Ohio Peace Officer Training Academy and passage of the Peace Officer Certification State Test as well as an Associates Degree before consideration for employment, our organization will designate a person as a liason and outreach coordinator to local educational institutions that conduct the required academies and offer the required degree path. We will contact at least the following educational institutions: Clark State University, Sinclair University as well as the Ohio Peace Officer Training Academy with the goal of encouraging those White women attending these institutions to apply with our agency.

**Step 7a: Internal Dissemination**

The Clark County Sheriff's Office has an intranet to which all employees have access and our EEOP short form will be placed there for review at any time by our employees. A notification email will also be sent informing all employees of the completed form and where it is located. A copy will also be provided to the Clark County Human Relations Coordinator.

**Step 7b: External Dissemination**

The Clark County Sheriff's Office maintains a website where our EEOP Short Form will be located for public access and review at any time.

**Utilization Analysis Chart**  
**Relevant Labor Market: Clark County, Ohio**

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,280/56%	50/1%	205/3%	20/0%	35/0%	4/0%	10/0%	2,875/37%	8/0%	190/2%	0/0%	4/0%	0/0%	0/0%
Utilization #/%														
<b>Professionals</b>														
Workforce #/%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,750/36%	55/1%	215/2%	4/0%	75/1%	0/0%	4/0%	5,770/55%	19/0%	410/4%	25/0%	45/0%	20/0%	10/0%
Utilization #/%	-27%	-1%	-2%	-0%	-1%	0%	-0%	35%	-0%	-4%	-0%	-0%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	535/34%	4/0%	45/3%	0/0%	10/1%	0/0%	0/0%	855/55%	25/2%	80/5%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	20/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	735/71%	4/0%	80/8%	4/0%	0/0%	0/0%	0/0%	165/16%	0/0%	40/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-0%	-8%	-0%	0%	0%	0%	1%	0%	-4%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	74/72%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	22/21%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	860/38%	10/0%	85/4%	0/0%	4/0%	0/0%	4/0%	1,155/51%	8/0%	125/6%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	34%	-0%	2%	0%	-0%	0%	-0%	-30%	-0%	-5%	0%	-0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	25/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	20/41%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	6/50%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,275/25%	70/0%	380/2%	4/0%	15/0%	0/0%	25/0%	10,865/65%	90/1%	990/6%	10/0%	25/0%	0/0%	20/0%
Utilization #/%	25%	-0%	6%	-0%	-0%	0%	-0%	-23%	-1%	-8%	-0%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	5/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,640/88%	39/1%	295/4%	10/0%	30/0%	0/0%	10/0%	510/7%	4/0%	15/0%	0/0%	4/0%	0/0%	10/0%
Utilization #/%	-63%	-1%	-4%	-0%	-0%	0%	-0%	68%	-0%	-0%	0%	-0%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,810/51%	240/1%	1,275/5%	50/0%	50/0%	10/0%	30/0%	9,380/37%	140/1%	1,045/4%	50/0%	50/0%	4/0%	30/0%
Utilization #/%														

**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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Protective Services: Sworn-Patrol Officers</b>								✓		✓				

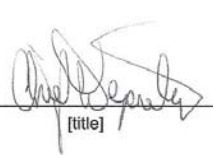
**Law Enforcement Category Rank Chart**

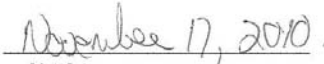
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<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%
<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%
<b>Major</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%
<b>Lieutenant</b>														
Workforce #/%	4/100%	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%
<b>Sergeant</b>														
Workforce #/%	13/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	74/72%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%	22/21%	0/0%	1/1%	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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

  
[signature]

  
[title]

  
[date]