

EEOP Utilization Report



Mon Jul 28 16:07:39 EDT 2014

Step 1: Introductory Information

Grant Title: Violence Against Women Act (VAWA LE) **Grant Number:** 2013-WF-AX-0057

Grantee Name: Carbon County Sheriff's Office **Award Amount:** \$25,501.00

Grantee Type: Local Government Agency

Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301

Contact Person: Jerry R Colson **Telephone #:** 307-324-2776

Contact Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301

State Granting Agency: WY Attorney General, Division of Victim Services **Grant Number:** 2013-WF-AX-0057

Contact Name: Cara Boyle Chambers

Contact Address: 122 W 25th Ave, Herschler Bldg 1 Floor West
Cheyenne, Wyoming
82002

Telephone #: 307-777-7200

Grant Title: Violence Against Women Act, (VAWA D) **Grant Number:** 2013-WF-AX-0057

Grantee Name: Carbon County Sheriff's Office **Award Amount:** \$7,002.00

Grantee Type: Local Government Agency

Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301

Contact Person: Jerry R Colson **Telephone #:** 307-324-2776

Contact Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301

State Granting Agency: WY Attorney General, Division of Victim Services **Grant Number:** 2013-WF-AX-0057

Contact Name: Cara Boyle Chambers

Contact Address: 122 W 25th Ave Herschler Bldg 1 Floor West
Cheyenne, Wyoming
82002

Telephone #: 307-777-7200

Grant Title: Victims of Crime Act (VOCA) **Grant Number:** 2013-VA-GX-0065
Grantee Name: Carbon County Sheriff's Office **Award Amount:** \$10,786.00
Grantee Type: Local Government Agency
Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301
Contact Person: Jerry R Colson **Telephone #:** 307-324-2776
Contact Address: 415 W Pine Street PO Box 190
Rawlins, Wyoming
82301
State Granting Agency: WY Attorney General, Division of Victim Services **Grant Number:** 2013-VA-GX-0065
Contact Name: Cara Boyle Chambers
Contact Address: 122 W 25th Ave Herschler Bldg 1st Floor West
Cheyenne, Wyoming
82002
Telephone #: 307-777-7200

Policy Statement:

In accordance with federal, state and local laws, the Carbon County Sheriff's Office is committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation or preference, marital or family status or political affiliation in employment practices.

Step 4b: Narrative Underutilization Analysis

Underutilization in job categories is reflected:

Protective Services: Sworn Officers Hispanic or Latino males (-19%), Black or African American males (-8%), White females (-14%) and Hispanic or Latino females (-16%).

Professionals White males (-37%).

Protective Services: Sworn Officials Black or African American males (-5%), Asian males (-1%), White females (-3%).

Protective Services: Non-sworn White females (-94%).

Administrative Support White males (-5%), Hispanic or Latino males (-2%), American Indian or Alaska Native (-1%), Hispanic or Latino females (-14%), Asian females (-1%) and persons (females) with 2 or more races (-1%).

Service/Maintenance Hispanic or Latino males (-9%), Asian males (-1%), persons (males) with 2 or more races (-1%), Hispanic or Latino females (-11%) and American Indian or Alaska Native females (-1%).

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Hispanic males, Black or African-American males, White females and Hispanic females from applying for entry-level Sheriff's Deputy positions.

a. Review the exit interviews of employees who voluntarily left the department in the last 12 months, who had three years of service or less. Based on this information, a review will be conducted on how employment policies may affect the recruitment and retention of Hispanic, Black or African-American male and White and Hispanic female deputies.

2. Target Hispanic, Black or African American males and White and Hispanic females in recruitment campaigns.

a. To attract more Hispanic, Black or African-American males and White and Hispanic female applicants, the advertisements include the statement, "Career-oriented men and women are encouraged to apply."

b. To attract more Hispanic, Black or African-American males and White or Hispanic female applicants, advertisements have been expanded from local advertisements to internet and law enforcement websites.

Step 7a: Internal Dissemination

Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.

Send an electronic memorandum to all Sheriff's Office employees to let them know that a copy of the EEOP Utilization Report is available in the reception area of the Carbon County Sheriff's Office at the courthouse and on the bulletin board in the staff break room at the Carbon County Jail and Communication Center.

Step 7b: External Dissemination

Post a copy of the EEOP Utilization Report on the Carbon County website under the "Sheriff's Office" tab.

Include on all job announcements for positions within the department that applicants may obtain a copy of the EEOP Utilization Report on request.

Utilization Analysis Chart
Relevant Labor Market: Carbon County, Wyoming

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
Officials/Administrators																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	510/51%	60/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	425/43%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%																
Professionals																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	325/37%	8/1%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	420/48%	80/9%	0/0%	0/0%	15/2%	0/0%	20/2%	0/0%
Utilization #/%	-37%	-1%	0%	-0%	0%	0%	0%	0%	52%	-9%	0%	0%	-2%	0%	-2%	0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	85/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/50%	0/0%	0/0%	0/0%	15/7%	0/0%	10/5%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	5/71%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	230/71%	19/6%	15/5%	0/0%	4/1%	0/0%	0/0%	0/0%	55/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	8%	-5%	0%	-1%	0%	0%	0%	-3%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	260/29%	170/19%	70/8%	0/0%	0/0%	0/0%	0/0%	0/0%	250/28%	140/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	57%	-19%	-8%	0%	0%	0%	0%	0%	-14%	-16%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	32/89%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	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%	30/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	89%	6%	0%	0%	0%	0%	0%	0%	-94%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																

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 #/%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	380/22%	29/2%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	1,050/60%	250/14%	0/0%	0/0%	10/1%	0/0%	0/0%	20/1%
Utilization #/%	-5%	-2%	0%	-1%	0%	0%	0%	0%	23%	-14%	0%	0%	-1%	0%	0%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	930/70%	220/16%	70/5%	15/1%	0/0%	0/0%	35/3%	0/0%	65/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	900/44%	180/9%	0/0%	0/0%	15/1%	0/0%	15/1%	0/0%	675/33%	220/11%	0/0%	25/1%	35/2%	0/0%	0/0%	0/0%
Utilization #/%	16%	-9%	0%	0%	-1%	0%	-1%	0%	7%	-11%	0%	-1%	-2%	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: Non-sworn									✓							

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
Sheriff																
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%
Undersheriff																
Workforce #/%	0/0%	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%
Captain																
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%
Lieutenant																
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%
Sergeant																
Workforce #/%	2/100%	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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Carbon County Sheriff's Office	DUNS Number: 088359190	
Address: 415 W. Pine St. PO Box 190 Rawlins, WY 82301		
Grant Title: Violence Against Women Act	Grant Number: 2013WFAX0057	Award Amount: \$25,501.00
Name and Title of Contact Person: Jerry R. Colson		
Telephone Number: (307) 324-2776	E-Mail Address: jerrycolson@carbonwy.com	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Jerry R. Colson, Sheriff of Carbon County, WY [responsible official],
certify that Carbon County Sheriff's Office [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Carbon County Sheriff's Office [organization],
415 W. Pine St. PO Box 190 Rawlins, WY 82301 [address].
Jerry R. Colson, Sheriff of Carbon County, WY

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Carbon County Sheriff's Office	DUNS Number: 088359190	
Address: 415 W. Pine St. PO Box 190 Rawlins, WY 82301		
Grant Title: Violence Against Women Act	Grant Number: 2013WFAX0057	Award Amount: \$7,002.00
Name and Title of Contact Person: Jerry R. Colson		
Telephone Number: (307) 324-2776	E-Mail Address: jerrycolson@carbonwy.com	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Jerry R. Colson, Sheriff of Carbon County, WY [responsible official],
certify that Carbon County Sheriff's Office [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Carbon County Sheriff's Office [organization],

415 W. Pine St. PO Box 190 Rawlins, WY 82301 [address].

Jerry R. Colson, Sheriff of Carbon County, WY

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Carbon County Sheriff's Office	DUNS Number: 088359190	
Address: 415 W. Pine St. PO Box 190 Rawlins, WY 82301		
Grant Title: Victims of Crime Act	Grant Number: 2013VAGX0065	Award Amount: \$10,786.00
Name and Title of Contact Person: Jerry R. Colson		
Telephone Number: (307) 324-2776	E-Mail Address: jerrycolson@carbonwy.com	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Jerry R. Colson, Sheriff of Carbon County, WY [responsible official],
certify that Carbon County Sheriff's Office [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Carbon County Sheriff's Office [organization],
415 W. Pine St. PO Box 190 Rawlins, WY 82301 [address].
Jerry R. Colson, Sheriff of Carbon County, WY

Print or Type Name and Title _____ Signature Jerry R. Colson Date 7-28-14

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title _____ Signature _____ Date _____