



**U.S. Department of Justice**

Office of Justice Programs

*Office for Civil Rights*

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*Washington, D.C. 20531*

September 24, 2019

Georgene Rye  
Asst. Director Of HR  
Orange County Sheriff's Office  
2500 W. Colonial Drive  
Orlando, FL 32804

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Orange County Sheriff's Office

Dear Ms. Rye,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

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Michael L. Alston

Director

Signed by: MICHAEL ALSTON

# EEO Utilization Report

## Organization Information

Name: Orange County Sheriff's Office

City: Orlando

State: FL

Zip: 32804

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Step 1: Introductory Information

Policy Statement:

The Orange County Sheriff's Office will not tolerate discrimination or harassment against any person because of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability or as otherwise provided by law. Sexual harassment is a form of gender discrimination. Retaliation for making a complaint of discrimination or harassment is strictly prohibited and will not be tolerated. This policy covers all areas of employment, including, but not limited to, recruitment, selection, placement, training, promotion, transfer, discipline, layoff, termination, wages, benefits, performance appraisal, and work conditions. The provisions of this policy shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to comply with applicable law.

The Sheriff strongly encourages women and minorities to apply for positions within the agency. Active recruiting efforts will be directed toward this end. The selection process will use only those components that measure behaviors, knowledge, skills, and abilities that are demonstrated to be job-related. Suspected violations of equal employment opportunity (EEO) policy will be investigated vigorously and persons filing complaints or serving as witnesses to EEO grievances shall not suffer adverse action as a result.

See attached.

Following File has been uploaded:EEO Policy statement.docx



## **Step 1: Introductory Information**

### **Policy Statement:**

The Orange County Sheriff's Office will not tolerate discrimination or harassment against any person because of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability or as otherwise provided by law. Sexual harassment is a form of gender discrimination. Retaliation for making a complaint of discrimination or harassment is strictly prohibited and will not be tolerated. This policy covers all areas of employment, including, but not limited to, recruitment, selection, placement, training, promotion, transfer, discipline, layoff, termination, wages, benefits, performance appraisal, and work conditions. The provisions of this policy shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to comply with applicable law.

The Sheriff strongly encourages women and minorities to apply for positions within the agency. Active recruiting efforts will be directed toward this end. The selection process will use only those components that measure behaviors, knowledge, skills, and abilities that are demonstrated to be job-related. Suspected violations of equal employment opportunity (EEO) policy will be investigated vigorously and persons filing complaints or serving as witnesses to EEO grievances shall not suffer adverse action as a result.

Use of the agency's EEO complaint procedure is not a prerequisite to the pursuit of other remedies. The agency will seek prompt and equitable resolution of all EEO complaints, without regard to whether an employee pursues other remedies, such as filing a complaint with the responsible state or federal agency.

These prohibitions may apply to off-duty as well as on-duty behavior. Violations of this policy may result in disciplinary action, up to and including termination.

The agency strongly encourages employees to report inappropriate language and behavior (e.g., sexual comments, racial slurs) that may or may not constitute discrimination, including sexual harassment. The agency offers a mediation option as a means to encourage reluctant victims to step forward.

General Order 4.6.1 Anti-Discrimination and Equal Employment Opportunity was updated August 10, 2017, and sets forth the in-house procedure for filing, investigating and resolving complaints alleging unlawful employment discrimination. General Order 4.6.1 was published to the agency and all employees were required to read and sign an acknowledgement confirming they had read the policy.

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

### **STEP 4 B: UTILIZATION NARRATIVE**

A comparison of the Orange County Sheriffs Office workforce to the community labor statistics of the Orange County indicates underutilization of women and minorities in several areas. For the purpose of this report, we will address utilization of two standard deviations or greater.

After reviewing the results of the utilization analysis, the Orange County Sheriffs Office has identified the following areas of concern:

See attached:

Following File has been uploaded: Step 4b of 7 Utilization Narrative.pdf

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

### **1. Identify and recruit minority and female candidates for sworn and civilian positions.**

- a. All supervisors receive annual EEO training as a portion of the required block training.
- b. Advertise job opportunities in minority newspapers and radio stations and attend job fairs at colleges and universities with a large minority community.
- c. All personnel in the interview and selection process have been provided EEO training.
- d. Human Resources reviews the applicant pool data to ensure a diverse pool of applicants.
- e. Human Resources reviews the recruitment, selection, promotional and employment practices to ensure they are not having a negative impact on any group or protected class.
- f. Human Resources hosts job fairs and attends community events in minority communities to educate the public about the agency recruiting efforts and seek out qualified minority candidates.
- g. Use of minority and female recruiters to assist in the recruitment process and increase attendance at job fairs which target women and minorities.
- h. The agency has continued expand and develop outreach programs to minority and female candidates and increased communication to provide assistance during the recruitment process.

### **2. Develop programs to prepare female and minority employees for promotion.**

- a. The agency has a Career Development Unit that provides information and assistance with career counseling, college and vocational programs, agency career opportunities, study techniques and interviewing classes.
- b. Promotional opportunities are advertised internally to all employees.
- c. The Career Development Unit is available to meet with employees to review their test responses and interview scores.
- d. Career pathing programs have been developed to provide advancement opportunities and reward employees for the obtainment of additional skills in Communications, Forensics, Evidence, Judicial Process, Fleet Management and Records Management. These programs are targeted to assist civilian employees.

## **Step 6: Internal Dissemination**

The following are ways the agency plans to disseminate the EEO Utilization Report internally: distributing a copy of the EEO Utilization Report to the Recruiting and Career Development staff which manages the recruitment, promotional and selection processes, distributing a copy of the EEO Utilization Report to Sr. Management and the Sheriff and posting a copy of the EEO Utilization Report on the internal employee website.

We will notify employees of the posting of the EEO Utilization report on the internal employee website and the report is available for review in Human Resources.



#### **STEP 4 B: UTILIZATION NARRATIVE**

A comparison of the Orange County Sheriff's Office workforce to the community labor statistics of the Orange County indicates underutilization of women and minorities in several areas. For the purpose of this report, we will address utilization of two standard deviations or greater.

After reviewing the results of the utilization analysis, the Orange County Sheriff's Office has identified the following areas of concern:

Technicians – The analysis shows underutilization of White males. These positions are limited in number with no significant turnover expected. However, if a position were to become vacant, the agency will make every effort to recruit qualified female and minority applicant and consider all qualified applicants.

Protective Services – Sworn Officials – The analysis shows underutilization of Hispanic males and Black females. These positions are limited in number with no significant turnover expected. The agency has provided additional study programs, examination preparedness and increased mentoring efforts to improve the representation of female and minority candidates in sworn supervisory positions. These positions are normally promoted from within the sworn ranks. However, if a position was to become vacant and the position was recruited for externally, the agency will make every effort to recruit qualified female and minority applicants.

Protective Services – Sworn Deputy Sheriffs – The analysis shows underutilization of Asian males, White females and nearly all female minority groups. The agency has increased recruiting efforts to target all qualified female and minority candidates and has a Field Recruiting staff comprised of an ethnically and gender diverse team to identify and recruit qualified female and minority candidates for employment.

Protective Services – Non Sworn – The analysis shows underutilization of White and Hispanic males. Historically, the agency has seen a limited numbers of males applying for protective services – non sworn positions with no significant turnover expected. However, if a position were to become vacant, the agency will make every effort to recruit qualified minority applicants and consider all qualified applicants.

Administrative Support - There was underutilization by males. Historically, the agency has had extremely limited numbers of males applying for administrative support positions. However, if a position were to become vacant, the agency will make every effort to recruit qualified minority applicants and consider all qualified applicants.

We are committed to ensuring the Orange County Sheriff's Office reflects the diversity of the community we serve.

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

The following are ways the agency plans to disseminate the EEO Utilization Report externally: notifying applicants that the agency has developed an EEO Utilization Report and it is available upon request for the review in Human Resources, ensuring all recruiting brochures and vacancy announcements clearly state it is the policy of the Orange County Sheriffs Office to provide Equal Employment Opportunity, posting a copy of the EEO Utilization Report on the external website.

The existence of the Anti-Discrimination and Equal Opportunity policy will be communicated to prospective employees. Any elements of this program that will enable prospective employees to take advantage of this program will be made available to them.



**Utilization Analysis Chart**  
**Relevant Labor Market: Orange County, Florida**

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 #/%	5/62%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	1/12%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	39,340/44%	6,335/7%	3,720/4%	70/0%	1,910/2%	510/1%	390/0%	26,205/29%	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
	Utilization #/%	19%	-7%	-4%	-0%	-2%	-0%	12%	-0%	-17%	6%	-5%	-0%	-1%	-0%	-0%
Professionals																
	Workforce #/%	21/30%	5/7%	3/4%	0/0%	2/3%	0/0%	0/0%	27/38%	2/3%	11/15%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	40,595/34%	6,995/6%	5,400/4%	80/0%	4,070/3%	570/0%	395/0%	38,095/32%	9,480/8%	10,480/9%	35/0%	3,520/3%	40/0%	405/0%	400/0%
	Utilization #/%	-4%	1%	-0%	-0%	-1%	-0%	-0%	6%	-5%	7%	-0%	-3%	-0%	-0%	-0%
Technicians																
	Workforce #/%	14/14%	8/8%	3/3%	0/0%	1/1%	0/0%	0/0%	48/47%	7/7%	18/18%	1/1%	1/1%	0/0%	1/1%	0/0%
	CLS #/%	5,680/33%	1,405/8%	1,120/6%	30/0%	475/3%	110/1%	155/1%	3,885/22%	1,780/10%	2,150/12%	25/0%	320/2%	0/0%	45/0%	105/1%
	Utilization #/%	-19%	-0%	-4%	-0%	-2%	-1%	-1%	25%	-3%	5%	1%	-1%	0%	1%	-1%
Protective Services: Sworn-Officials																
	Workforce #/%	230/60%	43/11%	40/10%	2/1%	6/2%	1/0%	0/0%	43/11%	12/3%	6/2%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	6,230/42%	2,535/17%	1,765/12%	25/0%	310/2%	10/0%	85/1%	1,680/11%	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
	Utilization #/%	17%	-6%	-2%	0%	-1%	0%	-1%	-0%	-2%	-6%	0%	-0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
	Workforce #/%	602/51%	223/19%	144/12%	4/0%	13/1%	1/0%	0/0%	104/9%	48/4%	27/2%	1/0%	3/0%	0/0%	2/0%	0/0%
	Civilian Labor Force #/%	12,295/21%	12,480/21%	7,860/13%	55/0%	1,135/2%	75/0%	610/1%	8,485/14%	7,940/13%	6,415/11%	50/0%	995/2%	90/0%	510/1%	355/1%
	Utilization #/%	30%	-2%	-1%	0%	-1%	-0%	1%	-6%	-9%	-9%	0%	-1%	-0%	-1%	-1%
Protective Services: Non-sworn																



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 #/%	57/16%	40/11%	46/13%	1/0%	3/1%	0/0%	1/0%	0/0%	72/20%	58/16%	78/21%	0/0%	5/1%	3/1%	0/0%	1/0%
CLS #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	-18%	-10%	4%	0%	1%	0%	-0%	0%	-1%	6%	19%	0%	1%	1%	-3%	0%
Administrative Support																
Workforce #/%	51/12%	15/3%	13/3%	0/0%	0/0%	0/0%	3/1%	0/0%	182/42%	78/18%	81/19%	1/0%	5/1%	1/0%	4/1%	0/0%
CLS #/%	43,415/22%	15,770/8%	11,260/6%	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33%	31,490/16%	19,610/10%	220/0%	4,770/2%	100/0%	959/0%	1,355/1%
Utilization #/%	-10%	-4%	-3%	-0%	-2%	-0%	0%	-0%	9%	2%	9%	0%	-1%	0%	0%	-1%
Skilled Craft																
Workforce #/%	14/56%	7/28%	3/12%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,050/48%	19,190/32%	6,445/11%	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	8%	-4%	1%	-0%	2%	-0%	-0%	-2%	-3%	-2%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	43,600/24%	35,510/19%	19,875/11%	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/16%	23,535/13%	17,450/10%	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	43%	-19%	-11%	-0%	-2%	-0%	-0%	-1%	17%	-13%	-10%	-0%	-2%	-0%	-0%	-1%

**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
Technicians	✓															
Protective Services: Sworn-Officials		✓									✓					
Protective Services: Sworn-Patrol Officers					✓			✓	✓	✓	✓		✓		✓	✓
Protective Services: Non-sworn	✓	✓													✓	
Administrative Support	✓	✓	✓		✓											

## 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>Undersheriff</b>																
Workforce #/%	0/0%	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%
<b>Chief Deputy</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>Major</b>																
Workforce #/%	1/20%	2/40%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	14/52%	3/11%	5/19%	0/0%	0/0%	0/0%	0/0%	0/0%	4/15%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	35/66%	4/8%	7/13%	0/0%	0/0%	0/0%	0/0%	0/0%	6/11%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	105/65%	17/11%	12/7%	2/2%	3/2%	0/0%	2/1%	0/0%	14/9%	4/2%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Corporal</b>																
Workforce #/%	74/54%	17/12%	15/11%	0/2%	3/2%	0/0%	1/1%	0/0%	18/13%	6/4%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	602/51%	223/19%	144/12%	4/1%	13/1%	1/0%	17/1%	0/0%	104/9%	48/4%	27/2%	1/0%	3/0%	0/0%	2/0%	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: Georgene Rye

Assistant Director of Human Resources

05-14-2019

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[signature]

[title]

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[date]

## CERTIFICATION FORM

### Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Orange County Sheriff's Office		
Address:	2500 W. Colonial Drive, Orlando, FL, 32804		
Recipient Type:	Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:	799554519	Vendor Number (only if direct recipient):	
Name of Contact Person:	Georgene Rye	Title of Contact Person:	Asst. Director Of HR
Telephone Number:	407-254-7404	E-Mail Address:	georgene.rye@ocfl.net
Subrecipients:	No		

### Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Georgene Rye** (*authorized official*), acknowledge that **Orange County Sheriff's Office** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2018** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Orange County Sheriff's Office** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Georgene Rye, Asst. Director Of HR      *Georgene Rye*      5/14/2019

Print or Type Name and Title

Signature

Date