

# EEOP Short Form

SHERIFF'S DEPARTMENT



Tue Nov 17 11:45:07 EST 2009

ADOPTED BY LIBERTY COUNTY COMMISSIONERS COURT ON NOVEMBER 24, 2009.

## Step 1: Introductory Information

|                           |   |                         |                 |
|---------------------------|---|-------------------------|-----------------|
| <b>Grant Title:</b>       | Radio Upgrade Project                       | <b>Grant Number:</b>    | 2009-DJ-BX-0375 |
| <b>Grantee Name:</b>      | Liberty County Sheriff's Dept.              | <b>Award Amount:</b>    | \$17,254.00     |
| <b>Grantee Type:</b>      | Local Government Agency                     |                         |                 |
| <b>Address:</b>           | 2400 Sam Houston<br>Liberty, Texas<br>77575 |                         |                 |
| <b>Contact Person:</b>    | Dennis Odell                                | <b>Telephone #:</b>     | 936-336-4516    |
| <b>Contact Address:</b>   | 1923 Sam Houston<br>Liberty, Texas<br>77575 |                         |                 |
| <b>DOJ Grant Manager:</b> | Wendy Williams                              | <b>DOJ Telephone #:</b> | 202-514-7842    |

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|---------------------------|---|-------------------------|-----------------|
| <b>Grant Title:</b>       | Patrol Car Dash Cam Upgrade Project         | <b>Grant Number:</b>    | 2009-SB-B9-0814 |
| <b>Grantee Name:</b>      | Liberty County Sheriff's Dept.              | <b>Award Amount:</b>    | \$70,931.00     |
| <b>Grantee Type:</b>      | Local Government Agency                     |                         |                 |
| <b>Address:</b>           | 2400 Sam Houston<br>Liberty, Texas<br>77575 |                         |                 |
| <b>Contact Person:</b>    | Dennis Odell                                | <b>Telephone #:</b>     | 936-336-4516    |
| <b>Contact Address:</b>   | 1923 Sam Houston<br>Liberty, Texas<br>77575 |                         |                 |
| <b>DOJ Grant Manager:</b> | Esmeralda Womack                            | <b>DOJ Telephone #:</b> | 202-353-3450    |

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### Policy Statement:

"See Attachment"

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

In reviewing the Utilization Analysis Chart, the Liberty County Sheriff's Office made the following observations:

- 1) In all categories there is an under-utilization of minorities and women.

In keeping with the Liberty County Sheriff's Office policy and strong commitment to having a workforce that reflects the community it serves, the Liberty County Sheriff's Office will again examine its recruitment and retention practices in order to determine if there may be additional ways to attract more minorities and women to all positions.

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

### **1. Target minorities and women in police recruitment.**

- a. In addition to the contracts with University of Houston-Downtown who regularly confers with department ranking officers about all minority and female candidates and a standing offer of employment to those individuals who also meet educational and personal background objectives, the department will reach out to other educational institutions of higher learning to seek out similar individuals in criminal justice programs.
- b. Review current hiring practices to determine if such practices should be modified or changed to improve minority participation. Based on feedback, modify and/or change current policies to include these new methods.
- c. Continue to conduct exit interviews on all officers that voluntarily leave the Liberty County Sheriff's Office to discover if there are any other policies that would affect the makeup of The Liberty County Sheriff's Office.

### **2. Identify any barriers in recruitment that might deter minorities and women from applying for entry-level Sheriff Office positions**

- a. Participate in local and area job fairs in order to encourage minorities and women to consider a career in law enforcement.
- b. Send a recruitment person/team to the local high schools to make presentations in order to stress career opportunities for minorities and women.

## **Step 7a: Internal Dissemination**

1. Distribute a hard copy of the EEOP to all employees in their pay envelopes.
2. Make it known that a hard copy will be available in the HR department.
3. Post a copy of the EEOP on the Sheriff Department's bulletin board.

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

- 1) Post a copy of the EEOP on Liberty County's web site.
- 2) Notify all contractors and vendors that do business with Liberty County Sheriff's Office, that a copy of the EEOP is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Liberty County, Texas**

| 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 #/%   | 1,375/52% | 30/1%              | 50/2%                     | 4/0%                             | 0/0%  | 0/0%                                      | 15/1%             | 1,035/39% | 30/1%              | 80/3%                     | 0/0%                             | 0/0%  | 0/0%                                      | 4/0%              |
| Utilization #/%                                   |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| <b>Professionals</b>                              |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                |
| CLS #/%   | 990/34%   | 40/1%              | 70/2%                     | 0/0%                             | 4/0%  | 0/0%                                      | 0/0%              | 1,560/54% | 50/2%              | 120/4%                    | 25/1%                            | 10/0% | 0/0%                                      | 25/1%             |
| Utilization #/%                                   |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| <b>Technicians</b>                                |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                |
| CLS #/%   | 225/37%   | 15/2%              | 15/2%                     | 4/1%                             | 0/0%  | 0/0%                                      | 0/0%              | 260/42%   | 25/4%              | 70/11%                    | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| Utilization #/%                                   |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| <b>Protective Services: Sworn-Officials</b>       |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 19/83%    | 1/4%               | 1/4%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 2/9%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| CLS #/%   | 415/59%   | 4/1%               | 40/6%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 145/20%   | 50/7%              | 55/8%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| Utilization #/%                                   | 24%       | 4%                 | -1%                       | 0%                               | 0%    | 0%  | 0%                | -12%      | -7%                | -8%                       | 0%                               | 0%    | 0%  | 0%                |
| <b>Protective Services: Sworn-Patrol Officers</b> |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 22/71%    | 1/3%               | 4/13%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 3/10%     | 1/3%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| Civilian Labor Force #/%                          | 445/40%   | 135/12%            | 45/4%                     | 0/0%                             | 4/0%  | 0/0%                                      | 0/0%              | 330/30%   | 70/6%              | 75/7%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| Utilization #/%                                   | 31%       | -9%                | 9%                        | 0%                               | -0%   | 0%  | 0%                | -20%      | -3%                | -7%                       | 0%                               | 0%    | 0%  | 0%                |
| <b>Protective Services: Non-sworn</b>             |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 2/17%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 10/83%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| CLS #/%   | 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%              |
| Utilization #/%                                   | -83%      | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                | 83%       | 0%                 | 0%                        | 0%                               | 0%    | 0%  | 0%                |
| <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 #/%              | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                |
| CLS #/%                    | 1,305/21% | 85/1%              | 65/1%                     | 15/0%                            | 10/0% | 0/0%                                      | 30/0%             | 3,970/64% | 285/5%             | 350/6%                    | 40/1%                            | 20/0% | 0/0%                                      | 4/0%              |
| Utilization #/%            |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| <b>Skilled Craft</b>       |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%              | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                |
| CLS #/%                    | 4,230/80% | 575/11%            | 240/5%                    | 25/0%                            | 10/0% | 0/0%                                      | 4/0%              | 160/3%    | 10/0%              | 4/0%                      | 0/0%                             | 10/0% | 0/0%                                      | 0/0%              |
| Utilization #/%            |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| <b>Service/Maintenance</b> |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |
| Workforce #/%              | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/        | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                |
| CLS #/%                    | 4,825/49% | 935/9%             | 690/7%                    | 10/0%                            | 25/0% | 0/0%                                      | 20/0%             | 2,305/23% | 370/4%             | 655/7%                    | 20/0%                            | 20/0% | 0/0%                                      | 4/0%              |
| Utilization #/%            |           |                    |                           |                                  |       |   |                   |           |                    |                           |                                  |       |   |                   |

### 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>Constable</b>                                  |        |                    |                           |                                  |       |   |                   |       |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 6/100% | 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>Corporal</b>                                   |        |                    |                           |                                  |       |   |                   |       |                    |                           |                                  |       |   |                   |
| 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%              |
| <b>Sargent</b>                                    |        |                    |                           |                                  |       |   |                   |       |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 7/64%  | 1/9%               | 1/9%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 2/18% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              |
| <b>Captain</b>                                    |        |                    |                           |                                  |       |   |                   |       |                    |                           |                                  |       |   |                   |
| 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%              |
| <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>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>Protective Services: Sworn-Patrol Officers</b> |        |                    |                           |                                  |       |   |                   |       |                    |                           |                                  |       |   |                   |
| Workforce #/%                                     | 22/71% | 1/3%               | 4/13%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 3/10% | 1/3%               | 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 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.

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[signature] [title] [date]

## **EQUAL EMPLOYMENT OPPORTUNITY**

Liberty County is an equal employment opportunity employer. No member of the Commissioners Court of Liberty County or any Department Head or employee may fail or refuse to hire or may discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, or disability; or to limit, segregate, or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, because of such individual's race, color, religion, sex, national origin, age or disability.

## **DISCRIMINATION AND HARASSMENT**

### ***Discrimination and Harassment is Strictly Prohibited***

Liberty County expressly prohibits any type of unlawful discrimination or harassment based on an individual's race, color, religion, sex, national origin, age, or disability. Actions, words, jokes or comments based on an individual's race, color, religion, sex, national origin, age, disability or any other legally protected characteristic will not be tolerated.

### ***Sexual Harassment***

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

Submission to or rejection of such conduct by an individual is used as the basis of employment decision affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### ***REPORTING VIOLATIONS***

Employees who believe that they have witnessed or have been the subject of discrimination, including harassment or retaliation, must report the alleged act(s) immediately to their supervisor or Department Head.

If for any reason, the employee is not comfortable making a complaint to the supervisor or Department Head, the complaint should be made to the County Attorney's Office.

A prompt and thorough investigation of the facts and circumstances of any claim or discrimination, including harassment or retaliation, will be conducted. Confidentiality will be maintained to the extent possible without compromising the investigation. Appropriate corrective action will be taken. While the County cannot control the actions of outside parties, such as County vendors or patrons, employees who believe they have witnessed or been the subject of discrimination by an outside party, including harassment or retaliation, must report the alleged act(s) as required herein.

### ***RETALIATION***

Retaliation of any kind against any employee who makes a complaint of discrimination or harassment or against any employee who participates in any investigation of a complaint of discrimination or harassment is strictly prohibited.

### ***CONSEQUENCES FOR VIOLATIONS***

**Employees who violate any portion of this policy are subject to disciplinary action, including termination.**