EEO Utilization Report

Organization Information

Name: SC Law Enforcement Division

City: Columbia

State: SC

Zip: 29210

Type: State Law Enforcement

Fri 10-19-2018 15:39:10 EDT

Step 1: Introductory Information

Policy Statement:

POLICY: It will be the practice of the SC Law Enforcement Division (SLED) to hire, recruit, train, and promote employees without discrimination because of race, religion, color, political affiliation, veteran status, disability, national origin, sex (including pregnancy & childbirth (or related medical conditions)), gender, genetic information, age or any other status protected by federal or state law. All officials and employees of SLED, as well as employment agencies and applicants, labor organizations, and agencies with whom SLED deals will be informed of this practice statement. SLED adopts this practice to assure commitment to a program that provides equal employment opportunities to all persons on the basis of individual merit.

Following File has been uploaded:3.13 EEO Policy.pdf

Step 4b: Narrative of Interpretation

Please see attached document.

Following File has been uploaded:4b. Narrative Interpretation.pdf

Step 5: Objectives and Steps

1. Our objective is to increase promotional opportunites for minorities in law enforcement supervisory positions.

a. SLED will ensure that leadership opportunities, supervisory training programs and educational programs are equally available to all sworn personnel to enhance promotions and opportunities for job rotation or transfer.

b. SLED will continue to post promotional opportunities internally and two rank levels below the posted position to provide greater opportunities for the next level ranks as well as increase the candidacy pool.

c. SLED will continue to focus recruitment efforts on qualified minority applicants in entry-level and mid-level law enforcement positions to increase the availability of future promotional candidates.

d. SLED will continue to hold annual EEO Supervisor Training Classes for management and supervisory personnel to ensure fair and equitable treatment of candidates.

2. Our objective is to increase female representation in entry-level and mid-level law enforcement positions.

a. SLED will encourage employees to refer qualified female applicants.

b. SLED will continue to actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority and/or female enrollments.

c. SLED will ensure that recruitment teams include female representation at outreach and recruitment events such as job fairs, workforce centers, and professional association. Females in law enforcement roles will continue to be represented and featured in recruitment videos and training videos.

d. SLED will encourage female law enforcement agents to become involved in community events and outreach programs to highlight career opportunities.

e. SLED's Human Resources office will continue to review and analyze exit interviews, terminations, compensation, and other factors that may present barriers in recruitment of females.

3. Our objective is to continue to identify and address any barriers that might deter males from applying for Administrative Support positions.

a. SLED will continue to provide annual EEO Training for supervisors to address any biases that may impact the recruiting and selection process.

b. SLED's Human Resources office will review vacancy postings to ensure they accurately reflect job functions and capitalize on positive job attributes and potential for career growth, where applicable.

c. SLED's Human Resources office will continue to review exit interviews, terminations, and compensation to determine reasons behind separation and make appropriate recommendations to attract and retain qualified males in Administrative Support positions.

d. SLED's Human Resources office will review position descriptions to ensure that they accurately reflect job functions and provide specific information on job responsibilities beyond general clerical duties.

Step 6: Internal Dissemination

1. The EEOP Utilization Report will be distributed and reviewed with department heads of all major program areas at the annual leadership conference in February 2019.

2. The Chief of SLED will send a memo via email to all employees on an annual basis reaffirming his commitment to and support of equal employment opportunity and affirmative action programs of the Division. The memo will reference that

the EEOP Utilization Report is posted on the SLED's Learning Management System and the public website.

3. The EEOP Utilization Report will be posted on the SC Law Enforcement Division's Learning Management System (LMS) known as PowerDMS which is accessible to all employees from their work or home computers. The LMS tracks and records that each employee has accessed the report for review.

4. A hard copy of the EEOP Utilization Report with supporting documentation will be available in SLED's Office of Human Resources for review.

Step 7: External Dissemination

1. A copy of the EEOP Utilization Report will be available on SLED's public website which is accessible to anyone.

2. All contractors and vendors that do business with SLED will be notified that the EEOP Utilization Report is available on the public website under General Information as well as on the Procurement site page that contractors and vendors access for procurement rules and regulations.

3. All job announcements will contain a statement indicating that a copy of SLED's EEOP Utilization Report is available on SLED's website with a link to the site.

STEP 4b of 7 –NARRATIVE OF INTERPRETATION

The SC Law Enforcement Division (SLED) regularly performs in-depth analysis of its total employment process to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The following analyses are conducted in order to reveal any potential problem areas: analysis of placement goals, review of employment decisions, review of hires/promotions, review of terminations, and compensation.

A review of the Utilization Analysis Chart revealed that SLED is underrepresented in three job categories: Protective Services: Sworn - Officials, Protective Services: Sworn-Patrol Officers and Administrative Support.

In the Sworn Officials category, SLED was underrepresented in Black/African American males and Black/African American females. Employees in this category represent law enforcement personnel in supervisory positions who were promoted into these positions from the Special Agent ranks. Nationally, minority and female representation in law enforcement agencies is low, especially in supervisory positions. However, SLED remains committed to the advancement of minorities and females in law enforcement supervisory positions. It is anticipated that as the number of minority and female recruits increases so will the promotional opportunities for these groups.

In the Sworn Officers category, SLED was underrepresented in females (Black/African American and White). This continues to be a primary focus of recruitment efforts for SLED and most law enforcement entities. Law enforcement agencies across the state compete for qualified females interested in law enforcement careers. Growth in this category will ultimately lead to greater representation in the Sworn Officials category. SLED has been successful in recruiting females in Class III (Limited Duty) Law Enforcement positions in the Forensics field.

In the Administrative Support category which is comprised primarily of paraprofessionals, secretarial, and clerical positions, the Division was underrepresented in White males. Historically, these positions have been filled by females as they dominant the recruitment pool in terms of numbers and qualifications. As vacancies occur in this category, males who apply and meet the minimum qualifications for these positions will continue to receive fair and equitable consideration.

The SC Law Enforcement Division is fully committed to achieving and maintaining a diverse work force of qualified individuals that is representative of the community it serves.

Utilization Analysis Chart

Relevant Labor Market: South Carolina

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 #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	108,540/51%	2,580/1%	11,320/5%	285/0%	1,950/1%	15/0%	535/0%	225/0%	66,995/31%	1,780/1%	17,685/8%	215/0%	870/0%	80/0%	520/0%	165/0%
Utilization #/%	24%	-1%	-5%	-0%	-1%	-0%	-0%	-0%	-6%	-1%	-8%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	54/29%	0/0%	9/5%	0/0%	2/1%	0/0%	0/0%	0/0%	92/50%	3/2%	20/11%	2/1%	2/1%	0/0%	1/1%	0/0%
CLS #/%	106,170/34%	2,435/1%	14,835/5%	270/0%	4,990/2%	60/0%	700/0%	550/0%	141,655/45%	3,045/1%	36,525/12%	360/0%	3,505/1%	10/0%	1,130/0%	480/0%
Utilization #/%	-4%	-1%	0%	-0%	-0%	-0%	-0%	-0%	5%	1%	-1%	1%	-0%	-0%	0%	-0%
Technicians																
Workforce #/%	12/21%	0/0%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	22/38%	1/2%	13/22%	1/2%	3/5%	1/2%	0/0%	0/0%
CLS #/%	18,600/31%	660/1%	2,995/5%	40/0%	445/1%	0/0%	190/0%	15/0%	24,200/41%	550/1%	10,190/17%	20/0%	845/1%	65/0%	270/0%	60/0%
Utilization #/%	-11%	-1%	4%	-0%	-1%	0%	-0%	-0%	-3%	1%	5%	2%	4%	2%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	106/69%	2/1%	20/13%	0/0%	1/1%	0/0%	0/0%	0/0%	19/12%	0/0%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,425/55%	635/2%	7,990/20%	115/0%	95/0%	0/0%	170/0%	30/0%	4,320/11%	190/0%	4,110/10%	40/0%	35/0%	0/0%	55/0%	60/0%
Utilization #/%	14%	-0%	-7%	-0%	0%	0%	-0%	-0%	1%	-0%	-7%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	115/62%	2/1%	17/9%	0/0%	0/0%	0/0%	0/0%	0/0%	43/23%	0/0%	7/4%	0/0%	2/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	45,440/36%	1,255/1%	6,800/5%	20/0%	1,375/1%	14/0%	529/0%	205/0%	51,770/41%	1,755/1%	13,780/11%	80/0%	1,535/1%	115/0%	465/0%	205/0%
Utilization #/%	26%	0%	4%	-0%	-1%	-0%	-0%	-0%	-18%	-1%	-7%	-0%	-0%	-0%	-0%	-0%
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 #/%	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%
CLS #/%	1,055/42%	25/1%	145/6%	0/0%	4/0%	0/0%	0/0%	20/1%	840/34%	15/1%	360/14%	4/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%	8%	-1%	-6%	0%	-0%	0%	0%	-1%	16%	-1%	-14%	-0%	-1%	0%	0%	0%
Administrative Support																
Workforce #/%	14/16%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	46/51%	0/0%	26/29%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	132,450/26%	3,580/1%	31,350/6%	340/0%	1,900/0%	30/0%	1,055/0%	525/0%	238,980/47%	7,145/1%	84,820/17%	880/0%	3,370/1%	65/0%	2,465/0%	615/0%
Utilization #/%	-10%	-1%	-3%	-0%	-0%	-0%	-0%	-0%	4%	-1%	12%	1%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	6/86%	0/0%	1/14%	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%
CLS #/%	131,205/67%	18,580/10%	30,685/16%	910/0%	1,005/1%	125/0%	1,155/1%	570/0%	7,060/4%	495/0%	3,480/2%	45/0%	135/0%	0/0%	90/0%	25/0%
Utilization #/%	19%	-10%	-1%	-0%	-1%	-0%	-1%	-0%	-4%	-0%	-2%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	177,795/30%	33,105/6%	111,745/19%	1,025/0%	4,105/1%	285/0%	2,670/0%	835/0%	122,500/21%	14,705/3%	107,105/18%	740/0%	4,275/1%	100/0%	1,955/0%	430/0%
Utilization #/%	-30%	19%	-19%	-0%	-1%	-0%	-0%	-0%	-21%	-3%	57%	-0%	-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									✓		✓					
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
Assistant Chief																
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%
Major																
Workforce #/%	5/71%	0/0%	1/14%	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%
Captain																
Workforce #/%	16/80%	0/0%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	33/70%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	6/13%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Senior Special Agent																
Workforce #/%	51/65%	2/3%	11/14%	0/1%	1/1%	0/0%	0/0%	0/0%	11/14%	0/0%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	115/62%	2/1%	17/9%	0/0%	0/0%	0/0%	0/0%	0/0%	43/23%	0/0%	7/4%	0/0%	2/1%	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 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: Teresa C. Kitchens	Human Resources Director	09-19-2018
[signature]	[title]	[date]