

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

1. Distribute a hard copy of the EEOP to all employees in a supervisory position.
2. Send an e-mail and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Short Form is available on request.
3. Post a copy of the EEOP Short Form on the DCSD's intranet service, an in-house **electronic communication network**.
4. Include a bound copy of the EEOP Short Form among the materials displayed in the lobby of the **DCBC's Human Resources Department** and the DCSD's Human Resources Office.

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

1. Post a copy of the EEOP Short Form on the DCSD's public website.
2. Distribute bound copies of the EEOP Short Form to local public libraries for display in their reading rooms.
3. Include on all job announcements for DCSD positions that applicants may obtain a copy of the DCSD's EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the DCSD that a copy of the DCSD's EEOP Short Form is available on request.

**EEOP Short-Form**  
**Douglas County Board of Commissioners (DCBC)**

Mon Dec 20 8:47:23 PM EST 2009

## Step 1: Introductory Information

**Grant Title:** Justice Assistance Grant (JAG) Program **Grant Number:** 2007-DJ-BX-0327

**Grantee Name:** Douglas County Sheriff's Department **Award Amount:** \$22,175.00

**Grantee Type:** Local (County) Government Agency  
**Address:** Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, GA 30134

**Sheriff's Contact Person:** Chief Deputy Stan Copeland **Telephone #:** 770-942-2121  
**Contact Address:** 6840 West Church Street  
Douglasville, GA 30134

**County Contact Person:** Gary Watson **Telephone #:** 770-949-7665  
**Contact Address:** 8800 Dorris Road  
Douglasville, GA 30134

**Granting Agency:** US Department of Justice; Bureau of Justice Assistance  
**DOJ Grant Manager:** Linda Hill **Telephone #:** 202-353-9196

**Grant Title:** Justice Assistance Grant (JAG) Program (ARRA) **Grant Number:** 2009-SB-B9-0947

**Grantee Name:** Douglas County Sheriff's Department **Award Amount:** \$106,871.00

**Grantee Type:** Local (County) Government Agency  
**Address:** Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, GA 30134

**Sheriff's Contact Person:** Chief Deputy Stan Copeland **Telephone #:** 770-942-2121  
**Contact Address:** 6840 West Church Street  
Douglasville, GA 30134

**County Contact Person:** Gary Watson **Telephone #:** 770-949-7665  
**Contact Address:** 8800 Dorris Road  
Douglasville, GA 30134

**Granting Agency:** US Department of Justice; Bureau of Justice Assistance  
**DOJ Grant Manager:** Anna Dobrzanska **Telephone #:** 202-353-2155

**Grant Title:** Justice Assistance Grant (JAG) Program **Grant Number:** 2009-DJ-BX-1210

**Grantee Name:** Douglas County Sheriff's Department **Award Amount:** \$26,051.00

**Grantee Type:** Local (County) Government Agency  
**Address:** Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, GA 30134

**Sheriff's Contact Person:** Chief Deputy Stan Copeland **Telephone #:** 770-942-2121  
**Contact Address:** 6840 West Church Street  
Douglasville, GA 30134

**County Contact Person:** Gary Watson **Telephone #:** 770-949-7665  
**Contact Address:** 8800 Dorris Road  
Douglasville, GA 30134

**Granting Agency:** US Department of Justice; Bureau of Justice Assistance  
**DOJ Grant Manager:** Linda Hill **Telephone #:** 202-353-9196

**Grant Title:** VOCA Victim-Witness Assistance Program **Grant Number:** C08-8-047

**Grantee Name:** Douglas County District Attorney's Office **Award Amount:** \$33,906.00

**Grantee Type:** Local (County) Government Agency  
**Address:** Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, GA 30134

**Contact Person:** Anne Roberts **Telephone #:** 770-920-7292  
**Contact Address:** 8700 Hospital Drive – Main Floor  
Douglasville, GA 30134

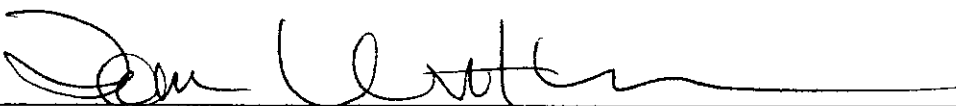
**State Granting Agency:** Criminal Justice Coordinating Council (Georgia)

**State Contact Name:** Shawanda Reynolds-Cobb, Director **Telephone #:** 404-657-2222  
**State Contact Address:** 104 Marietta Street, Suite 440  
Atlanta, GA 30303-2743

### Policy Statement:

The Douglas County Board of Commissioners submits this EEOP Short Form on behalf of the Sheriff's Department, District Attorney's Office, Solicitor's Office and other Douglas County divisions and agencies.

Consistent with previous statements of the Commission, and in accordance with federal, state, and local laws, the Douglas County Board of Commissioners is committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, age, sexual orientation or preference, marital or family status, or political affiliation.

  
\_\_\_\_\_  
[Signature]

**Title:** Commission Chairman **Date:** Dec. 29, 2009

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

In reviewing the Utilization Analysis Chart, the Human Resources Department for the Douglas County Board of Commissioners (DCBC) and the Human Resources Office for the Douglas County Sheriff's Department (DCSD) made the following observations:

Given the small numbers in the job categories Officials/Administrators (48), Skilled Craft (68), and Service Maintenance (14), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

It is noteworthy that in one job category, Protective Services:

Protective Services: Sworn - Officials (4) there is an underutilization of Black males (-19%) and White females (-16%).

Also significant, is the underutilization of White females (-30%) and Black women (-6%) in the job category of Protective Services: Sworn - Patrol Officers (77).

Given the numbers in the job categories Professionals (138), Technicians (144), Protective Services Sworn (81), Administrative Support (185), it is possible to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

It is noteworthy that in two job categories; Protective Services and Technicians:

Protective Services: Sworn - Patrol Officers (77) there is proper utilization of Hispanic males (0%) and an underutilization of Black males (-1%).

Also significant, is the proper utilization of Black males (0%) in the job category of Technicians (144) and an underutilization of Black females (-11%).

In keeping with the DCBC's commitment to having a workforce that reflects the community it serves, the DCBC will examine its recruitment and retention practices to see if there may be ways to attract more White women and Black women to apply for entry-level sheriff deputy positions.

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

1. Identify any barriers in recruitment that might deter White females and Black females from applying for entry-level sheriff deputy positions
  - a. The DCSD will arrange to meet separately with recent female recruits to find out how they learned about the opportunity to become a DCSD deputy. The DCSD will also inquire as to whether anything in the recruitment or training

process might be changed to encourage more White and Black females to become DCSD deputies. Based on their feedback, the DCSD will re-examine its outreach and training efforts and develop a revised outreach program.

b. Building on DCSD's already established policy to conduct exit interviews with all employees who voluntarily leave the sheriff's department, the DCSD will review the comments from all female deputies who voluntarily left the DCSD in the last 12 months and who had three years of service or less. Based on this research, the DCSD will review how its employment policies may affect the recruitment and retention of female deputies.

2. Target White females and Black females in sheriff recruitment campaigns

a. To attract female recruits, the DCBC 's community liaison office plans to send the recruitment team to participate in job fairs and career days at Alexander High School, Chapel Hill High School, Douglas County High School, Douglas County College and Career Institute, Lithia Springs High School, and West Georgia Technical College – Douglas Campus. All are located in Douglas County, and have significant female populations.

b. To attract female recruits, the DCSD plans to make a presentation at the Vietnam Veterans of America - Robert G. Hunter Memorial Chapter Post 935 (Douglas County, Georgia) on job opportunities at the DCSD for returning veterans, highlighting in particular entry-level positions for sworn sheriff deputies. The VA has a significant female membership.

c. To attract female recruits, the DCSD will send a recruitment team (including, if possible, at least one female officer) to career days and job fairs at large local public and private high schools that have a significant female enrollment (i.e., Douglas County High School, Harvester Christian Academy High School, Colonial Hills School, Heirway Christian Academy, and others). The recruitment team will make presentations that will highlight career opportunities for women as sworn officers at DCSD.

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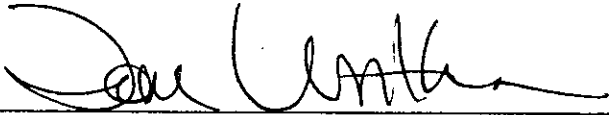
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## EEOP Employment Data Review

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]

*Commissioner Chairman*

[title]

*Dec. 20, 2009*

[date]

Job Categories		Race and National Origin Douglas County, GA															
		Male								Female							
		W	H	B	A	NH or OPI	AI or AN	Total non-White	W	H	B	A	NH or OPI	AI or AN	Total non-White		
Officials/ Administrators	48	Workforce %	29/60%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	16/33%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	
	CLS %	3660/51%	120/2%	565/8%	55/1%	0/0%	15/2%	20/3%	2075/29%	35/5%	525/7%	60/1%	0/0%	4/1%	10/1%		
	Utilization %	9%	-2%	-6%	-1%	0%	-2%	-3%	4%	-5%	-3%	-1%	0%	-1%	-1%		
Professionals	138	Workforce %	88/64%	2/1%	3/2%	0/0%	0/0%	0/0%	0/0%	36/26%	0/0%	9/6%	0/0%	0/0%	0/0%	0/0%	
	CLS %	2405/34%	15/2%	530/7%	85/1%	0/0%	15/2%	15/2%	2830/40%	85/1%	1020/14%	50/7%	0/0%	35/5%	0/0%		
	Utilization %	30%	-1%	-5%	-1%	0%	-2%	-2%	-14%	-1%	-8%	-7%	0%	-5%	0%		
Technicians	144	Workforce %	64/44%	1/007%	9/6%	0/0%	0/0%	1/007%	0/0%	64/44%	1/007%	4/3%	0/0%	0/0%	0/0%	0/0%	
	CLS %	335/34%	30/3%	65/6%	0/0%	0/0%	0/0%	4/4%	400/40%	25/2%	140/14%	0/0%	0/0%	0/0%	0/0%		
	Utilization %	10%	-3%	0%	0%	0%	0%	-4%	4%	-2%	-11%	0%	0%	0%	0%		
Protective Services Sworn	Sworn Officials	4	Workforce %	4/5%	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 %	485/57%	0/0%	160/19%	0/0%	0/0%	4/5%	10/1%	140/16%	0/0%	55/6%	0/0%	0/0%	0/0%	0/0%	
		Utilization %	-52%	0%	-19%	0%	0%	-5%	-1%	-16%	0%	-6%	0%	0%	0%	0%	
	Sworn Patrol Officers	77	Workforce %	65/80%	2/2%	6/7%	0/0%	0/0%	0/0%	0/0%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
		Civ. Lab. F. %	20500/42%	770/2%	4085/8%	240/5%	15/0%	128/3%	134/3%	17095/35%	495/1%	4475/9%	295/1%	4/0%	98/2%	100/2%	
		Utilization %	38%	0%	-1%	-5%	0%	-3%	-3%	-30%	-1%	-9%	-1%	0%	-2%	-2%	
Protective Services Non-Sworn	0	Workforce %	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%	
	CLS %	20/40%	0/0%	15/30%	0/0%	0/0%	0/0%	0/0%	15/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
	Utilization %	-40%	0%	-30%	0%	0%	0%	0%	-30%	0%	0%	0%	0%	0%	0%		
Administrative Support	185	Workforce %	5/3%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%	155/84%	1/005%	21/11%	0/0%	0/0%	0/0%	0/0%	
	CLS %	3020/21%	85/1%	550/6%	55/4%	0/0%	15/1%	10/1%	7815/56%	170/1%	1650/12%	130/1%	0/0%	10/1%	60/4%		
	Utilization %	-18%	-1%	-4%	-4%	0%	-1%	-1%	28%	-1%	-1%	-1%	0%	-1%	-4%		
Skilled Craft	68	Workforce %	58/85%	0/0%	9/13%	0/0%	0/0%	0/0%	0/0%	1/001%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
	CLS %	5475/81%	185/3%	505/7%	0/0%	0/0%	4/1%	30/4%	385/6%	10/1%	120/2%	20/3%	0/0%	4/1%	0/0%		
	Utilization %	4%	-3%	6%	0%	0%	-1%	-4%	-6%	-1%	-2%	-3%	0%	-1%	0%		
Service Maintenance	14	Workforce %	5/36%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	6/43%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	
	CLS %	5070/44%	335/3%	1385/12%	45/4%	15/1%	75/1%	45/4%	3370/29%	170/1%	920/8%	35/3%	4/0%	45/4%	30/3%		
	Utilization %	-8%	-3%	2%	-4%	-1%	-1%	-4%	14%	-1%	-1%	-3%	0%	-4%	-3%		

Key for Utilization Chart:

W = White  
H = Hispanic or Latino  
B = Black or African American  
A = Asian  
NH or OPI = Native Hawaiian or Other Pacific Islander  
AI or AN = American Indian or Alaska Native  
CLS = Community Labor Statistics  
Civ. Lab. F. = Civilian Labor Force