

# EEO Utilization Report

## Organization Information

Name: Laramie County Sheriff's Office

City: Cheyenne

State: WY

Zip: 82009

Type: County/Municipal Law Enforcement

## Step 1: Introductory Information

### Policy Statement:

The County strives to maintain a work environment free of unlawful harassment. In doing so, the County prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.

- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.

- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and nonemployees such as customers, clients, vendors, consultants, etc.

### Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the County believes it warrants separate emphasis.

Following File has been uploaded: Equal Employment Opportunity Harassment complaint.pdf

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

In reviewing the Utilization Analysis Chart, the Human Resources Office for the Laramie County Sheriff Department made the following observations:

The underutilization of Hispanic females (-6%) and White females (-14%) in the job category of (Protective Services: Sworn-Officers) and the underutilization of white males (-20%) in the job category of Administrative Support.

Since the last report our under utilization of white and Hispanic females in the protective services: Sworn-Officers) has increased by 2%.

In keeping with the LC Sheriff Departments commitment to having a workforce that reflects the community it serves, the LC Sheriff Departments will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic and White females to apply for entry-level patrol officer positions.

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

### **1. Seek new recruitment sources to get the word out about openings at the Sheriff Department.**

- a. Reach out and explore other sources to distribute information about Sheriff Department openings.
- b. Develop and distribute a "commercial" about the deputy positions that shows a diversity in uniform including women.

### **2. Identify any barriers in recruiting that might deter white and hispanic women from applying for entry-level Police officer positions.**

- a. The Sheriff will continue to meet with female recruits to find out how they learned about the opportunity to become a Sheriff Department officer and any ways to improve the process to encourage more females to apply. Based on their feedback, the Sheriff Department will reexamine its outreach and training efforts and develop a revised recruitment program.
- b. The Sheriff Department will utilize the exit interview information obtained by Human Resources for all voluntary terminations with in the Sheriff Department to review how employment policies may affect the recruitment and retention of female Sheriff Deputies.

## **Step 6: Internal Dissemination**

Distribute the EEOP Utilization Report to all employees in a supervisor positions. Send an e-mail to all employees, to let them know that a copy of the EEOP Utilization Report is available on the Sheriff Department website. Post a copy of the EEOP Utilization Report on the Laramie County Sheriff Department website.

## **Step 7: External Dissemination**

Post a copy of the EEOP Utilization on the Sheriff Department Website. Copies of the utilization report will be available to the public and employees with Human Resources and the Sheriff Department's Office Manager.

**Utilization Analysis Chart**  
**Relevant Labor Market: Laramie 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
<b>Officials/Administrators</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%	0/0%	0/0%
CLS #/%	2,780/53%	105/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/1%	2,090/40%	155/3%	0/0%	15/0%	15/0%	0/0%	60/1%	15/0%
Utilization #/%	47%	-2%	0%	0%	0%	0%	0%	-1%	-40%	-3%	0%	-0%	-0%	0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,055/38%	300/4%	60/1%	4/0%	60/1%	0/0%	30/0%	0/0%	4,205/52%	240/3%	50/1%	10/0%	10/0%	0/0%	15/0%	0/0%
Utilization #/%	-38%	-4%	-1%	-0%	-1%	0%	-0%	0%	48%	-3%	-1%	-0%	-0%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	335/30%	39/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	660/58%	80/7%	4/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	21/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/24%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	825/84%	35/4%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/7%	10/1%	0/0%	0/0%	0/0%	0/0%	40/4%	0/0%
Utilization #/%	-11%	-4%	-0%	0%	0%	0%	0%	0%	17%	2%	0%	0%	0%	0%	-4%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	62/66%	13/14%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,675/44%	390/10%	75/2%	25/1%	70/2%	0/0%	15/0%	0/0%	1,165/31%	240/6%	39/1%	14/0%	35/1%	0/0%	55/1%	0/0%
Utilization #/%	22%	4%	1%	-1%	-2%	0%	-0%	0%	-14%	-6%	-1%	-0%	-1%	0%	-1%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	40/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/76%	3/8%	0/0%	0/0%	1/3%	0/0%	0/0%	2/5%
CLS #/%	3,415/28%	365/3%	30/0%	0/0%	70/1%	0/0%	30/0%	0/0%	7,050/58%	760/6%	90/1%	105/1%	120/1%	0/0%	75/1%	10/0%
Utilization #/%	-20%	-3%	-0%	0%	-1%	0%	-0%	0%	18%	2%	-1%	-1%	2%	0%	-1%	5%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,525/74%	805/17%	30/1%	125/3%	35/1%	0/0%	55/1%	0/0%	155/3%	30/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
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 #/%	5,850/47%	1,285/10%	120/1%	80/1%	75/1%	0/0%	55/0%	40/0%	3,800/31%	830/7%	170/1%	45/0%	40/0%	10/0%	12/0%	20/0%
Utilization #/%	20%	-10%	-1%	-1%	-1%	0%	-0%	-0%	3%	-7%	-1%	-0%	-0%	-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
<b>Protective Services: Sworn-Patrol Officers</b>									✓	✓						
<b>Administrative Support</b>	✓															

### 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 #/%	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%
<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%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	3/100%	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%
<b>Corporal</b>																
Workforce #/%	10/59%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/35%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	62/66%	13/14%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/17%	0/0%	0/0%	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 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: Heather Rudy

HR Director

08-24-2022

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[signature]

[title]

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