

EEO Utilization Report

Organization Information

Name: Pitt County Government Sheriffs Office

City: Greenville

State: NC

Zip: 27834

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

The Board of Commissioners has established that equal employment opportunity is the county policy. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration is hereby prohibited. Discrimination on the basis of age, sex, race, color, creed, religion, national origin, or physical or mental disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance. It is the policy of the County to comply with Section 504 of the Rehabilitation Act of 1973 and Title 6 of the Civil Rights Act of 1964 and all other applicable State and Federal laws, affecting employment.

Step 4b: Narrative of Interpretation

Pitt County recognizes that certain areas of underutilization/under-representation are highlighted in this EEO Utilization Report as compared to the local labor market:

1. The Professional job category identifies an under-representation of White males (-7%) and white females (-12%).
2. The Protective Services non-sworn category denotes an under-representation of White males (-15%), Asian males (-14%) and White females (-7%).
3. The Protective Services Sworn category denotes an under-representation of Black females (-11%).
4. The Technician category denotes an under-representation of White females(-18%).
5. The Administrative Support category denotes an under-representation of White males ((-6%).

Pitt County is committed to making its workforce profile more closely reflect the available labor force in Pitt County and will continue to seek improvements in the recruitment and retention of under-represented populations while at the same time ensuring that our processes follow EEOC guidance to avoid discrimination. The local elected Sheriff also follows EEOC guidelines to avoid discrimination in recruitment and selection processes when appointing sworn and non sworn candidates to vacant positions. The Sheriff must also follow and comply with the qualification guidelines as set in the NC Administrative Courts Codes - NCAC10B. See the attached document.

Following File has been uploaded:NCAC10B.pdf

Step 5: Objectives and Steps

1. Pitt County will continue to review policies and recruitment data to ensure we are reaching a larger pool of applicants.

- a. Continue to review applicant data, interview and testing process, exit interview data, job posting and advertising practices, hiring, retention and attrition rates to identify any issues that may pose barriers to the application and hiring process. Since the Professionals category includes nursing positions we will reach out to the local hospital(Vidant)who is our largest competitor for nursing staff, as to their hiring techniques for attracting and retaining staff. Compiled information will be submitted to the County Manager within 6 months of this report.
- b. Continue to at least annually review the County's Recruitment Policy and Procedures and update as needed and continue to follow nondiscriminatory practices. The elected Sheriff in recruitment efforts will continue to follow nondiscriminatory practices and monitor and follow any minimum qualifications standards changes in NCAC 10B.0300 as set by the NC Administrative Courts Codes.

2. Pitt County is committed to providing equal employment opportunities for all persons interested in employment with Pitt County Government. Pitt County will continue to recruit in a manner intended to reach as many qualified candidates as possible and are committed to reaching this objective by following the steps below.

- a. Pitt County will continue to recruit by posting vacant positions with the local newspaper, county website, NC Employment Security, county human resources department and submitting job announcements to each county department. We will also use professional list serves and organizations as appropriate.
- b. Continue to attend job fairs with the local university college, community college, and Employment Security. Continue to reach out to the community college's Basic Law Enforcement and Basic Jailer programs for sworn and non-sworn positions. The Pitt County Sheriff's Office has a recruitment video which can be accessed on the Pitt County Sheriff's Office page and their LinkedIn page.
- c. Continue to provide several options by which candidates can apply for vacant positions such as the county's on-line process, in-person, or call-in if an active application is on file.
- d. Continue to provide job vacancy information and qualification information when requested by applicants.

Step 6: Internal Dissemination

1. The EEO Utilization Report will be shared with the County Manager and a copy will be place on the employee intranet site which is an in-house electronic communication service that can only be accessed by employees.
2. Employees will be notified electronically through County e-mail that the report is available with steps on accessing the report on the intranet site.

3. A hard copy of the EEOP Utilization report will be distributed to each County department head.
4. A hard copy of the EEOP Utilization report will among materials displayed in the County Human Resources waiting area and made available to employees upon request.

Step 7: External Dissemination

1. A copy of the EEOP Utilization Report will be placed on the County's public website.
2. Include in all job announcements for Pitt County positions that applicants may obtain a copy of the EEOP Utilization Report upon request.
3. Distribute copies of the EEOP Utilization report to the main branch of the local library, Sheppard Memorial, for display in their reading room.
4. Continue to add language to the county initiated requests for proposals issued to outside vendors, acknowledging the existence of the EEOP Utilization Report and how to access or obtain a copy of the Report.
5. A hard copy of the EEOP Utilization Report will be available upon request in the County Manager and County Human Resources Departments.

Utilization Analysis Chart
Relevant Labor Market: Pitt County, North 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 #/%	18/46%	1/3%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	11/28%	1/3%	6/15%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,930/49%	90/1%	580/7%	0/0%	55/1%	0/0%	0/0%	10/0%	2,435/31%	50/1%	675/8%	45/1%	65/1%	0/0%	25/0%	0/0%
Utilization #/%	-3%	1%	-2%	0%	-1%	0%	0%	-0%	-2%	2%	7%	-1%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	48/23%	0/0%	6/3%	0/0%	0/0%	0/0%	0/0%	0/0%	77/36%	4/2%	77/36%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	4,660/29%	210/1%	585/4%	0/0%	240/2%	0/0%	75/0%	20/0%	7,715/48%	265/2%	1,820/11%	0/0%	265/2%	0/0%	70/0%	30/0%
Utilization #/%	-7%	-1%	-1%	0%	-2%	0%	-0%	-0%	-12%	0%	25%	0%	-2%	0%	-0%	-0%
Technicians																
Workforce #/%	41/56%	1/1%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%	15/21%	1/1%	12/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	830/30%	0/0%	205/7%	0/0%	15/1%	0/0%	0/0%	0/0%	1,060/39%	29/1%	600/22%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	1%	-3%	0%	-1%	0%	0%	0%	-18%	0%	-5%	-0%	0%	0%	0%	0%
Protective Services:																
Sworn																
Workforce #/%	74/78%	1/1%	8/8%	0/0%	0/0%	1/1%	0/0%	0/0%	7/7%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	730/66%	10/1%	55/5%	20/2%	0/0%	0/0%	0/0%	0/0%	115/10%	0/0%	160/14%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	12%	0%	3%	-2%	0%	1%	0%	0%	-3%	1%	-11%	0%	0%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	88/52%	1/1%	31/18%	1/1%	0/0%	0/0%	0/0%	0/0%	21/12%	1/1%	27/16%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	70/67%	0/0%	0/0%	0/0%	15/14%	0/0%	0/0%	0/0%	20/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-15%	1%	18%	1%	-14%	0%	0%	0%	-7%	1%	16%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	82/19%	2/0%	23/5%	0/0%	0/0%	0/0%	0/0%	0/0%	169/38%	5/1%	156/35%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	4,920/24%	115/1%	1,415/7%	10/0%	125/1%	0/0%	80/0%	0/0%	8,700/43%	360/2%	4,275/21%	55/0%	160/1%	0/0%	60/0%	25/0%

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 #/%	-6%	-0%	-2%	-0%	-1%	0%	-0%	0%	-4%	-1%	14%	-0%	-1%	0%	-0%	-0%				
Skilled Craft																				
Workforce #/%	15/68%	0/0%	7/32%	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 #/%	3,825/60%	1,025/16%	1,220/19%	70/1%	0/0%	0/0%	10/0%	135/2%	10/0%	10/0%	25/0%	0/0%	0/0%	0/0%	0/0%	40/1%				
Utilization #/%	8%	-16%	13%	-1%	0%	-1%	-0%	-2%	-0%	-0%	-0%	0%	0%	0%	0%	-1%				
Service/Maintenance																				
Workforce #/%	8/44%	0/0%	8/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	5,965/27%	945/4%	5,290/24%	10/0%	20/0%	0/0%	85/0%	4,325/20%	620/3%	4,620/21%	0/0%	65/0%	0/0%	75/0%	20/0%	20/0%				
Utilization #/%	17%	-4%	21%	-0%	-0%	0%	-0%	-20%	-3%	-10%	0%	-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
Professionals	✓								✓							
Technicians									✓							
Protective Services: Sworn											✓					
Protective Services: Non-sworn	✓				✓				✓							
Administrative Support	✓															

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: D. Scott Elliott

County Manager

10-16-2018

[signature]

[title]

[date]

SECTION .0300 – MINIMUM STANDARDS FOR EMPLOYMENT AND CERTIFICATION AS A JUSTICE OFFICER

12 NCAC 10B .0301 MINIMUM STANDARDS FOR JUSTICE OFFICERS

(a) Every Justice Officer employed or certified in North Carolina shall:

- (1) be a citizen of the United States;
- (2) be 21 years of age for all deputies and detention officers and be at least 18 years of age for all telecommunicators;
- (3) be a high school graduate, or the equivalent (GED);
- (4) have been fingerprinted by the employing agency;
- (5) have had a medical examination as required by 12 NCAC 10B .0304;
- (6) have produced a negative result on a drug screen administered according to the following specifications:
 - (A) the drug screen shall be a urine test consisting of an initial screening test using an immunoassay method and a confirmatory test on an initial positive result using a gas chromatography/mass spectrometry (GC/MS) or other initial and confirmatory tests as may be authorized or mandated by the Department of Health and Human Services for Federal Workplace Drug Testing Programs [<http://workplace.samhsa.gov/>];
 - (B) a chain of custody shall be maintained on the specimen from collection to the eventual discarding of the specimen;
 - (C) the drugs whose use shall be tested for shall include cannabis, cocaine, phencyclidine (PCP), opiates, and amphetamines or their metabolites;
 - (D) the test threshold values established by the Department of Health and Human Services for Federal Workplace Drug Testing Programs are incorporated by reference, including subsequent amendments and editions. Copies of this information may be obtained from the National Institute on Drug Abuse, 5600 Fisher Lane, Rockville, Maryland 20857 [<http://www.drugabuse.gov/>] at no cost;
 - (E) the test results shall be dated no more than 60 days before employment or appointment, whichever is earlier;
 - (F) the laboratory conducting the test shall be certified for federal workplace drug testing programs, and shall adhere to applicable federal rules, regulations, and guidelines pertaining to the handling, testing, storage, and preservation of samples; and
 - (G) each drug test laboratory report shall be reviewed by a medical review officer (MRO), who shall be a licensed physician;
- (7) make the following notifications:
 - (A) within five business days, notify the Standards Division and the appointing department head in writing of all criminal offenses with which the officer is charged. This shall include all criminal offenses except minor traffic offenses. A minor traffic offense means any offense under G.S. 20 or similar laws of other jurisdictions; except those Chapter 20 offenses defined as either a Class A or B Misdemeanor in 12 NCAC 10B .0103(10). The initial notification required must specify the nature of the offense, the date of offense, and the arresting agency. Within five business days, notify the Standards Division of all Domestic Violence Orders (G.S. 50B) and Civil No Contact Orders (G.S. 50C) that are issued by a judicial official against the justice officer and that provide an opportunity for both parties to be present;
 - (B) within 20 days of the date the case was disposed, notify the appointing department head of the adjudication of these criminal charges, Domestic Violence Orders (G.S. 50B), and Civil No Contact Orders (G.S. 50C). The department head, provided he or she has knowledge of the officer's charges, Domestic Violence Orders (G.S. 50B), and Civil No Contact Orders (G.S. 50C), shall also notify the Division within 30 days of the date the case or order was disposed of in court.
 - (C) within 30 days of the date the case was disposed, notify the Standards Division of the adjudication of these criminal charges, Domestic Violence Orders (G.S. 50B), and Civil No Contact Orders (G.S. 50C);

- (D) the required notifications of adjudication shall specify the nature of the offense, the court in which the case was handled, and the date of disposition and shall include a certified copy of the final disposition from the Clerk of Court in the county of adjudication;
 - (E) receipt by the Standards Division of timely notification of the initial offenses charged and of adjudication of those offenses, from either the officer or the department head, shall be sufficient notice for compliance with this Subparagraph;
 - (8) be of good moral character as defined in: *In re Willis*, 288 N.C. 1, 215 S.E.2d 771 (1975), appeal dismissed 423 U.S. 976 (1975); *State v. Harris*, 216 N.C. 746, 6 S.E.2d 854 (1940); *In re Legg*, 325 N.C. 658, 386 S.E.2d 174 (1989); *In re Applicants for License*, 143 N.C. 1, 55 S.E. 635 (1906); *In re Dillingham*, 188 N.C. 162, 124 S.E. 130 (1924); *State v. Benbow*, 309 N.C. 538, 308 S.E.2d 647 (1983); and later court decisions that cite these cases as authority;
 - (9) have a background investigation conducted by the employing agency, including a personal interview prior to employment as required by Rules .0305 and .0306 of this Section;
 - (10) not have committed or been convicted of a crime or crimes specified in 12 NCAC 10B .0307.
- (b) The requirements of this Rule shall apply to all applications for certification and shall also apply at all times during which the justice officer is certified by the Commission.

History Note: Authority G.S. 17E-7;
Eff. January 1, 1989;
Amended Eff. January 1, 2018; February 1, 2014; January 1, 2006; January 1, 2005; August 1, 2002; January 1, 1996; January 1, 1994; January 1, 1993; January 1, 1992; July 1, 1990; January 1, 1990;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6, 2018.



MINIMUM EMPLOYMENT STANDARDS

Every Justice Officer employed or certified in North Carolina must meet certain minimum standards under NCAC 10B .0300:

1. be a citizen of the United States;
2. be at least 21 years of age;
3. be a high school graduate, or the equivalent (GED);
4. have been fingerprinted by the employing agency;
5. have had a medical examination by a licensed physician;
6. have produced a negative result on a drug screen
7. make full disclosure of criminal charges and Domestic Violence Orders, both upon application and while holding certification;
8. be of good moral character;
9. have a thorough background investigation conducted by the employing agency, to include a personal interview prior to employment;
10. not have a prohibitive criminal history record.

North Carolina Department of Justice / Josh Stein, Attorney General (919) 716-6400