



**EQUAL EMPLOYMENT  
OPPORTUNITY PLAN**

**MAY 2003**

**OKLAHOMA COUNTY**

Prepared by the Office ofCarolynn Caudill, County Clerk.

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## EEOP SHORT FORM

### Step 1: INTRODUCTION

**Grant Title:** Multiple Grants

**Grant Number:** Multiple Grants

**Award Amount:** Multiple Awards

**Grantee Name:** Oklahoma County/Oklahoma County Sheriff's Department

**Grantee Address:** 320 Robert S. Kerr

Oklahoma City, OK 73102

**Date and effective duration of EEOP:** May 2003-May 2005

GRANT NUMBER	PROJECT NAME	GRANTEE NAME:	AWARD AMOUNT	PROJECT DIRECTOR	DIRECTOR'S PHONE NUMBER
N/A	State Domestic Preparedness Equipment Support Program	Oklahoma County	\$199,778	David VanNostrand	(405) 713-1360
00-JAIBG-08	Juvenile Accountability Incentive Block Grant Program	Oklahoma County	\$40,396	Randy Turner	(405) 713-6437
N/A	Crime Victim Assistance	Oklahoma County	\$57,400	Lee Ann Limber	(405) 713-6600
N/A	Victims of Child Abuse	Oklahoma County	\$6,000	Lee Ann Limber	(405) 713-6600
2002CLWX0034	COPS MORE FY 2002	Sheriff's Department	\$59,804	SGT. DAVID BAISDEN	(405) 713-2053
2000SHWX0147	COPS-in-School	Sheriff's Department	\$543,260	CAPT. RICKY BARROW	(405) 713-1053
2001SHWX0630	COPS-in-School	Sheriff's Department	\$723,942	CAPT. RICKY BARROW	(405) 713-1053
2002SHWX0720	COPS-in-School	Sheriff's Department	\$124,944	CAPT. RICKY BARROW	(405) 713-1053
2000-LB-BX-1597	LLEBG-00	Sheriff's Department	\$219,828	SGT. DAVID BAISDEN	(405) 713-2053
2001-lb-bx-3422	LLEBG-01	Sheriff's Department	\$216,830	SGT. DAVID BAISDEN	(405) 713-2053
2002-LB-BX-2588	LLEBG-02	Sheriff's Department	\$170,975	SGT. DAVID BAISDEN	(405) 713-2053
PT-03-03-09-06	OHSO-2003	Sheriff's Department	\$75,000	SGT. DARRYL SORRELS	(405) 713-1026
AL-03-02-05-01	OHSO-2003 CRASH COURT	Sheriff's Department	\$50,000	CAPT. RICKY BARROW	(405) 713-1053

1999-AH-FX-0040-03H	OHSO-PROJECT UNDER 21	Sheriff's Department	\$25,000	SGT. LYNN WINTER	(405) 713-1027
N/A	SCAAP FY 2002	Sheriff's Department	\$180,810	SGT. DAVID BAISDEN	(405) 713-2053
2002-TE-CX0006	OKLAHOMA FIRST RESPONDER EQUIPMENT PROGRAM-PHASE 1	Sheriff's Department	\$40,477	SGT. DAVID BAISDEN	(405) 713-2053
00001054	BULLETPROOF VEST-00	Sheriff's Department	\$2,327.58	SGT. DAVID BAISDEN	(405) 713-2053
01005410	BULLETPROOF VEST-01	Sheriff's Department	\$6,360.80	SGT. DAVID BAISDEN	(405) 713-2053
DO3-1032	DAC FY 2003 (METH)	Sheriff's Department	\$31,610	ROBERT TYE	(405) 713-1095
DO3-1033	DAC FY 2003 (YDD)	Sheriff's Department	\$40,177	SGT. DAVID BAISDEN	(405) 713-2053
D03-033	DAC FY 2004 (YDD)	Sheriff's Department	\$48,464	SGT. DAVID BAISDEN	(405) 713-2053

## **Step 2: WORKFORCE ANALYSIS**

Step 2 of this Equal Employment Opportunity Plan provides statistical data regarding the actual workforce of the Oklahoma County's Workforce, Sheriff's Workforce, and the Juvenile Justice Center Workforce. Oklahoma County receives Federal Grants on behalf of the Sheriff's Department, Juvenile Justice Center, and Emergency Management.

Oklahoma County has a total of 1,664 Full-Time and Part-Time employees. This employee total includes 957 males and 707 females. This total includes 345 Black, 1,207 White, 45 Hispanic, 17 American Indian or Alaskan Native, and 50 Asian or Pacific Islander Employees. The job category breakdown is 9 Official/Administrators, 163 Professionals, 88 Technicians, 218 Protective Services-Offical, 542 Protective Services-Patrol Officers, 77 Para-Professionals, 388 Office/Clerical, 22 Skilled Craft, and 157 Service/Maintenance.

**Chart 1-**This chart shows all of the employees of Oklahoma County divided into the major job categories as well as by sexual, racial, and ethnic characteristics.

**Chart 2-**This chart shows all of the employees of the Oklahoma County Sheriff's Department divided into the major job categories as well as by sexual, racial, and ethnic characteristics.

**Chart 3-**This chart shows all of the employees of the Oklahoma County Juvenile Justice Center divided into the major job categories as well as by sexual, racial, and ethnic characteristics.

**Chart 4-** This chart shows all of the employees of the Oklahoma County Emergency Management divided into the major job categories as well as by sexual, racial, and ethnic characteristics.

## **Step 3: Community Labor Statistics**

Step 3 of this Equal Employment Opportunity Plan provides the Federal statistical information regarding the available workforce for Oklahoma County as reported in the 1990 U.S. Census of Population.

The U.S. Census data for this information was provided as a courtesy by the Office fro Civil Rights under the U.S. Department of Justice's Office of Justice Programs.

Chart 5 has the breakdown of the 1990 U.S. Census of Population for Oklahoma County. The information is divided into the same major job categories and sexual, racial, and ethnic characteristics as charts 1, 2, and 3.

#### **Step 4: UNDERUTILIZATION ANALYSIS**

Step 4 (Chart 6) of this EEOP contains the comparison of utilization percentages of the County's Workforce to that of the available workforce as stated by the 1990 U.S. Census of Population. The percentages in this chart are carried over from Charts 1 and 4. This comparison is also divided into the same major job categories and sexual, racial, and ethnic characteristics as charts 1, 2, 3, and 4. The utilization percentages in Chart 1 are subtracted from the percentages in Chart 4. After the subtraction, a negative utilization percentage denotes the amount of underutilization. Underutilization occurs when the statistical percentages of these particular groups in the County's actual workforce are below those of the County's total available workforce as reported in the 1990 Census of Population.

The job categories that are underutilized by more than 10% are as follows:

White women in the Official/Administrator (22% vs. 32%)

White women in the Technician (14% vs. 29%),

White women in the Para-Professional (12% vs. 60%)

White women in the Service/Maintenance (1% vs. 22%)

Black women in the Para-Professional (3% vs. 22%)

White men in the Skilled Craft (64% vs. 74%)

#### **Step 5: OBJECTIVES**

This is the Oklahoma County's first Equal Employment Opportunity Plan. The elected officials and department heads are responsible for implementing this plan into their respective departments. Oklahoma County's goal is to become more aware of EEO issues when hiring and promoting employees and to utilize more of the available workforce in Oklahoma County. Oklahoma County plans to make improvements in the hiring of females, especially in the job categories of Official/Administrator, Technician, Para-Professional, and Service/Maintenance.

#### **Step 6: STEPS TO ACHIEVE THE OBJECTIVES**

Oklahoma County will communicate with the elected officials and the department heads concerning their respective departments and the utilization of the Oklahoma County workforce. The County will strive to ensure that females are given equal opportunities to receive employment and promotions based on the Oklahoma County's Policies.

#### **Step 7: DISSEMINATION OF PLAN AND POLICY**

Oklahoma County will disseminate information regarding its Equal Employment Opportunity Policy Statement in the following ways:

##### **A. Internal Dissemination**

1. The Equal Employment Opportunity Policy is included in the Employee Handbook that all employees receive.
2. The County's commitment to EEO is presented as part of the orientation program for new employees.
3. The intent of the EEO Policy and individual responsibility for the implementation of the County Policy will be discussed, as necessary, at elected official and department head staff meetings.

**B. External Dissemination**

1. Make copies of plan available to interested groups or individuals.

Oklahoma County's Workforce-All Personnel  
Step 2-CHART 1

Job Category	Total #	Male						Female					
		B	W	H	API	AI/AN	B	W	H	API	AI/AN		
Officials/Administrators	#	0	5	0	0	2	0	2	0	0	0	0	0
	%	0%	56%	0%	0%	22%	0%	22%	0%	0%	0%	0%	0%
Professionals	#	11	64	0	1	3	20	60	0	0	0	0	4
	%	7%	39%	0%	1%	2%	12%	37%	0%	0%	0%	0%	2%
Technicians	#	6	60	1	2	2	1	12	1	1	2	1	1
	%	7%	68%	1%	2%	2%	1%	14%	1%	1%	2%	1%	1%
Protective Services	#	20	150	6	1	3	6	32	0	0	0	0	0
	%	9%	69%	3%	0%	1%	3%	15%	0%	0%	0%	0%	0%
Patrol Officers	#	58	228	8	4	11	52	156	13	3	9	2	9
	%	11%	42%	1%	1%	2%	10%	29%	2%	1%	2%	1%	2%
Para-Professional	#	10	51	1	0	3	1	9	1	0	1	0	1
	%	13%	66%	1%	0%	4%	1%	12%	1%	0%	1%	0%	1%
Office/Clerical	#	21	54	1	1	1	77	213	10	3	7	3	7
	%	5%	14%	0%	0%	0%	20%	55%	3%	1%	2%	1%	2%
Skilled Craft	#	4	14	1	0	0	1	2	0	0	0	0	0
	%	18%	64%	5%	0%	0%	5%	9%	0%	0%	0%	0%	0%
Service/Maintenance	#	51	93	2	0	3	6	2	0	0	0	0	0
	%	32%	59%	1%	0%	2%	4%	1%	0%	0%	0%	0%	0%
Total #	#	181	719	20	9	28	164	488	25	8	22	8	22
	%	11%	43%	1%	1%	2%	10%	29%	2%	0%	1%	0%	1%

Key: B=Black W=White H=Hispanic AI/AN=American Indian or Alaskan Native API=Asian or Pacific Islander



**OKLAHOMA COUNTY SHERIFF'S OFFICE**  
**Part II - Work Force Statistics**  
**All Personnel**  
**MAY 2003**

**CHART IIa**

Job Category	TOTAL		MALE							FEMALE									
	#	%	B	W	H	A/AN	A/PI	A/AN	B	W	H	A/PI	A/AN	B	W	H	A/PI	A/AN	
Officials / Administrators	1	100.0	0	0	0	1	0	100%	0	0	0	0	0	0	0	0	0	0	0
Professionals	10	100%	0	2	0	0	0	0%	0	7	0	0	0	0	70%	0	0	1	10%
Technicians	5	100%	2	3	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0%
Protective Officials	130	100%	6	90	3	1	2	1.5%	2	26	0	0	0	2	20%	0	0	0	0%
Services	416	100%	42	260	6	12	1	0.2%	1	61	2	1	6	25	9.9%	2	1	6	1.4%
Para-Professionals	0	0%	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0%
Office / Clerical	123	100%	3	17	2	0	0	0%	0	72	4	1	6	18	58.5%	3.3%	0.8%	4.9%	
Skilled / Craft	4	100%	0	3	1	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0%
Service / Maintenance	13	100%	1	11	0	0	0	0%	1	0	0	0	0	7.7%	0%	0%	0%	0	0%
Total #	702	100%	54	386	12	14	3	0.4%	3	166	6	2	13	46	23.6%	0.9%	0.3%	1.9%	
Total %			7.7%	54.9%	1.7%	2%	0.4%		23.6%	0.9%									

**Key:** B = Black W = White H = Hispanic A/AN = American Indian or Alaskan Native A/PI = Asian or Pacific Islander

**OKLAHOMA COUNTY SHERIFF'S OFFICE**  
**Part II - Work Force Statistics**  
**Sworn Officials**  
**MAY 2003**

**CHART IIb**

Job Category	TOTAL	MALE							FEMALE						
		B	W	H	A/PI	AI/AP	B	W	H	A/PI	AI/AN				
Sheriff / Undersheriff/ Majors	# %	0 0%	4 66.6%	1 16.7%	0 0%	1 16.7%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%		
Captains	# %	1 10%	7 70%	0 0%	0 0%	0 0%	0 0%	2 20%	0 0%	0 0%	0 0%	0 0%	0 0%		
Lieutenants	# %	3 16.67%	11 61.11%	0 0%	0 0%	0 0%	1 5.55%	3 16.67%	0 0%	0 0%	0 0%	0 0%	0 0%		
Sergeants	# %	2 3.9%	40 78.4%	1 2%	1 2%	0 0%	0 0%	7 13.7%	0 0%	0 0%	0 0%	0 0%	0 0%		
Corporals	# %	2 4%	30 60%	1 2%	1 2%	0 0%	2 4%	14 28%	0 0%	0 0%	0 0%	0 0%	0 0%		
Deputy Sheriffs	# %	42 10.1%	260 62.5%	6 1.5%	1 0.2%	12 2.9%	25 6%	60 14.4%	3 0.7%	1 0.2%	6 1.5%	0 0%	0 0%		
Total # Total %	# %	50 9.1%	352 63.9%	9 1.6%	3 0.5%	13 2.4%	28 5.1%	86 15.6%	3 0.5%	1 0.2%	6 1.1%	0 0%	0 0%		

**Key:** B = Black    W = White    H = Hispanic    AI/AN = American Indian or Alaskan Native    A/PI = Asian or Pacific Islander

Oklahoma County's Workforce-Juvenile Justice Center  
Step 2-CHART 3

Job Category	Total #	Total %	Male						Female									
			B	W	H	A/PI	A/AN	B	W	H	A/PI	A/AN						
Officials/Administrators	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Professionals	59	100%	4	7%	18	31%	0	0%	1	2%	12	20%	18	31%	5	8%	0	0%
Technicians	8	100%	4	50%	2	25%	0	0%	0	0%	2	25%	0	0%	0	0%	0	0%
Protective Services	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Patrol Officers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Para-Professional	77	100%	17	22%	20	26%	1	1%	1	1%	27	35%	9	12%	1	1%	1	1%
Office/Clerical	17	100%	1	6%	0	0%	0	0%	0	0%	6	35%	10	59%	0	0%	0	0%
Skilled Craft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Service/Maintenance	11	100%	1	9%	6	55%	0	0%	0	0%	3	27%	1	9%	0	0%	0	0%
Total #	172	100%	27	16%	46	27%	1	1%	2	1%	50	29%	38	22%	6	3%	1	1%
Total %																		

Key: B=Black W=White H=Hispanic A/AN=American Indian or Alaskan Native A/PI=Asian or Pacific Islander

Oklahoma County's Workforce-Emergency Management  
Step 2-CHART 4

Job Category	Total		Male						Female					
	#	%	B	W	H	A/PI	A/AN	B	W	H	A/PI	A/AN		
Officials/Administrators	0	0%	0	0	0	0	0	0	0	0	0	0		
Professionals	2	100%	0	2	0	0	0	0	0	0	0	0		
Technicians	0	0%	0	0	0	0	0	0	0	0	0	0		
Protective Services	0	0%	0	0	0	0	0	0	0	0	0	0		
Patrol Officers	0	0%	0	0	0	0	0	0	0	0	0	0		
Para-Professional	0	0%	0	0	0	0	0	0	0	0	0	0		
Office/Clerical	1	100%	0	0	0	0	0	0	1	0	0	0		
Skilled Craft	0	0%	0	0	0	0	0	0	0	0	0	0		
Service/Maintenance	0	0%	0	0	0	0	0	0	0	0	0	0		
Total #	3	100%	0	2	0	0	0	0	1	0	0	0		
Total %			0%	67%	0%	0%	0%	0%	33%	0%	0%	0%		

Key: B=Black W=White H=Hispanic A/AN=American Indian or Alaskan Native A/PI=Asian or Pacific Islander

Oklahoma County's Community Labor Statistics-1990 CENSUS  
Step 3-CHART 5

Job Category	Total		Male						Female								
	#	%	B	W	H	A/PI	A/IAN	B	W	H	A/PI	A/IAN	B	W	H	A/PI	A/IAN
Officials/Administrators	41,319	100%	1,480	22,676	362	373	642	1,386	13,424	347	156	473	1,386	13,424	347	156	473
Professionals	53,942	100%	1,616	23,535	437	542	587	2,714	22,730	553	423	805	2,714	22,730	553	423	805
Technicians	15,529	100%	727	8,171	163	218	242	1,002	4,578	58	98	272	1,002	4,578	58	98	272
Protective Services	4,734	100%	583	3,276	53	5	153	135	483	19	11	16	135	483	19	11	16
Officers			12%	69%	1%	0%	3%	3%	10%	0%	0%	0%	3%	10%	0%	0%	0%
Patrol Officers	111,686	100%	7,714	44,903	1,816	1,074	1,975	8,662	41,084	1,561	902	1,995	8,662	41,084	1,561	902	1,995
Para-Professional	9,701	100%	325	561	69	19	43	2,175	5,818	281	87	323	2,175	5,818	281	87	323
Office/Clerical	72,051	100%	2,164	15,062	537	289	785	6,636	42,698	1,168	622	2,090	6,636	42,698	1,168	622	2,090
Skilled Craft	28,473	100%	2,296	20,777	1,167	379	1,126	388	2,058	128	66	88	388	2,058	128	66	88
Service/Maintenance	73,210	100%	9,265	31,048	3,668	1,084	2,042	5,964	16,110	1,600	1,131	1,298	5,964	16,110	1,600	1,131	1,298
Total #	410,645	100%	26,170	170,009	8,272	3,983	7,595	29,062	148,983	5,715	3,496	7,360	29,062	148,983	5,715	3,496	7,360
Total %			6%	41%	2%	1%	2%	7%	36%	1%	1%	2%	7%	36%	1%	1%	2%

Key: B=Black W=White H=Hispanic A/IAN=American Indian or Alaskan Native A/PI=Asian or Pacific Islander

Oklahoma County's Utilization Worksheet  
Step 4-CHART 6

Job Group Category	Male				Female				
	B	W	H	A/PI	B	W	H	A/PI	
<b>Officials/Administrators</b>									
Workforce #/%	0%	56%	0%	0%	22%	0%	0%	0%	0%
CLS #/%	4%	55%	1%	1%	2%	3%	1%	0%	1%
Utilization %	-4%	1%	-1%	-1%	20%	-3%	-1%	0%	-1%
<b>Professionals</b>									
Workforce #/%	7%	39%	0%	1%	2%	12%	0%	0%	2%
CLS #/%	3%	44%	1%	1%	1%	5%	1%	1%	1%
Utilization %	4%	-5%	-1%	0%	1%	7%	-1%	-1%	1%
<b>Technicians</b>									
Workforce #/%	7%	69%	1%	2%	2%	1%	1%	2%	1%
CLS #/%	5%	53%	1%	1%	2%	6%	0%	1%	2%
Utilization %	2%	16%	0%	1%	0%	-5%	1%	1%	-1%
<b>Officials</b>									
Workforce #/%	9%	69%	3%	0%	1%	3%	0%	0%	0%
CLS #/%	12%	69%	1%	0%	3%	3%	0%	0%	0%
Utilization %	-3%	0%	2%	0%	-2%	0%	0%	0%	0%
<b>Protective Services</b>									
Patrol Officers									
Workforce #/%	11%	42%	1%	1%	2%	10%	2%	1%	1%
CLS #/%	7%	40%	2%	1%	2%	8%	1%	1%	2%
Utilization %	4%	2%	-1%	0%	0%	2%	1%	0%	-1%
<b>Para-Professional</b>									
Workforce #/%	13%	66%	1%	0%	4%	1%	1%	0%	1%
CLS #/%	3%	6%	1%	0%	0%	22%	3%	1%	3%
Utilization %	10%	60%	0%	0%	4%	-21%	-2%	-1%	-2%
<b>Office/Clerical</b>									
Workforce #/%	5%	14%	0%	0%	0%	20%	3%	1%	2%
CLS #/%	3%	21%	1%	0%	1%	9%	2%	1%	3%
Utilization %	2%	-7%	-1%	0%	-1%	11%	1%	0%	-1%
<b>Skilled Craft</b>									
Workforce #/%	18%	64%	5%	0%	0%	5%	0%	0%	0%
CLS #/%	8%	73%	4%	1%	4%	1%	0%	0%	0%
Utilization %	10%	-9%	1%	-1%	-4%	4%	0%	0%	0%
<b>Service/Maintenance</b>									
Workforce #/%	32%	60%	1%	0%	2%	4%	0%	0%	1%
CLS #/%	13%	42%	5%	1%	3%	8%	2%	2%	2%
Utilization %	19%	18%	-4%	-1%	-1%	-4%	-2%	-2%	-1%

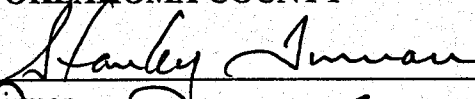
Key: B=Black W=White H=Hispanic A/AN=American Indian or Alaskan Native A/PI=Asian or Pacific Islander

**EQUAL EMPLOYMENT POLICY STATEMENT:**

1. Oklahoma County is an Equal Opportunity/Equal Employer and does not discriminate against persons on the basis of race, sex, color, national origin, religion, age or physical handicap, or veteran status.
2. No person in the County's employment shall be appointed to, demoted or dismissed from any position in the County, or in any way favored or discriminated against with respect to employment in the County by reason of any physical handicap, so long as the physical handicap does not prevent or render the employee less able to do the work for which the person is employed. Furthermore, no official or employee of any department may refuse to employ or discharge any person, otherwise qualified; deny any promotion or increase in compensation; publish an offer of employment; adopt or enforce any rule or employment policy which discriminates due to race, color, creed, national origin, sex or veteran status; or seek such information regarding any applicant or employee in order to discriminate in the selection of personnel for training on the basis of race, color, creed, national origin, ancestry, or sex.

Dated this 30<sup>th</sup> day of May, 2003

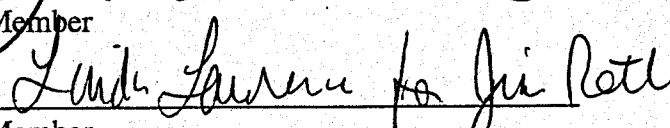
**BOARD OF COUNTY COMMISSIONERS  
OF OKLAHOMA COUNTY**

  
\_\_\_\_\_

Chairman

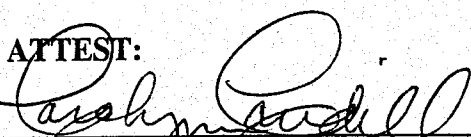
  
\_\_\_\_\_

Member

  
\_\_\_\_\_

Member

**ATTEST:**

  
\_\_\_\_\_  
Carolynn Caudill, County Clerk