

# EEOP Utilization Report



Tue Sep 20 08:13:27 EDT 2016

## Step 1: Introductory Information

**Grant Title:** The COPS Universal Hiring Grant      **Grant Number:** 2014UMWX0085  
**Grantee Name:** John Pedersen for Myrtle Beach - Police Department      **Award Amount:** \$1,250,000.00  
**Grantee Type:** Local Government Agency  
**Address:** P.O. Box 2468  
Myrtle Beach, South Carolina  
29578-2468  
**Contact Person:** Warren Gall - Chief of Police      **Telephone #:**  
**Contact Address:** P.O. Box 2468  
Myrtle Beach, South Carolina  
29578-2468  
**DOJ Grant Manager:** Capt. Marty Brown      **DOJ Telephone #:**

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**Grant Title:** FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program      **Grant Number:** 2015-DJ-BX-0103  
**Grantee Name:** City of Myrtle Beach- John Pedersen      **Award Amount:** \$33,567.00  
**Grantee Type:** Local Government Agency  
**Address:** P.O. Box 2468  
Myrtle Beach, South Carolina  
29578-2468  
**Contact Person:** Warren Gall - Chief of Police      **Telephone #:**  
**Contact Address:** P.O. Box 2468  
Myrtle Beach, South Carolina  
29578-2468  
**DOJ Grant Manager:** Capt. Marty Brown      **DOJ Telephone #:**

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### Policy Statement:

Federal and State law prohibits discrimination in all aspects of employment on the basis of race, gender, age, national origin, color, religion or disability. If you believe that you have been discriminated against in violation of the law, Contact Human Resources.

It is the continuing policy of the Myrtle Beach Police Department and the City of Myrtle Beach to afford the opportunity of equal employment opportunities to qualified individuals regardless of their race, sex, gender, age, national origin, color, religion, political affiliation or disability except when physical condition is a bonafide occupational qualification. Equal Employment encompasses all aspects of employment practices which the City engages in.

The Myrtle Beach Police Department and City of Myrtle Beach complies with all applicable laws and regulations and guidelines. In addition, the City of Myrtle Beach along with the Police Department provides a uniform procedure for

employees to resolve grievances regarding unlawful and discriminatory employment practices.

## Step 4b: Narrative Underutilization Analysis

The City of Myrtle Beach Police Utilization Analysis was reviewed by the City of Myrtle Beach Human Resources official (comparing the Myrtle Beach Police Department to the relevant labor market- Horry County). Per the department of justice in evaluating discriminatory practices in the workplace, courts have generally recognized statistics showing underutilization of qualified employees(classified by race, national origin or sex) by 2 standard deviations or more may be significant.

The areas below have been identified as under-represented in the following job categories for the Myrtle Beach Police Department:

1. Black or African American Males in job category of Protective Services; Sworn Officials - (-9%).
2. Black or African American Females in job category of Protective Services: Sworn-Patrol Officers - (-7%)

## Step 5 & 6: Objectives and Steps

### **1. The Myrtle Beach Police department will continue to identify any issues that may pose barriers for certain races or genders. We are committed to ensuring the principles of fair and equal employment opportunities.**

- a. Continual review of job postings and advertisements practices;continuance evaluation of the hiring and retention rates for positions.
- b. Continue the advertisement of employment opportunities of the Myrtle Beach Police Department in the Hispanic/Latino Bilingual magazine.

### **2. Continue to maintain relationships with agencies and groups that will help in addressing the utilization gaps.**

- a. Continue positive relationships with area community members and agencies which can help identify and target individuals for employment that are identified as under-represented within the Myrtle Beach Police Department. Ensure that advertisements for vacancies are distributed as well as information regarding the qualifications of the available positions.
- b. Continue the advertisements on the local radio station as well as a station in Columbia, SC, submit agency announcements to area churches, non-profit and self-help organizations as well as Vocational Rehabilitation, the Department of Social Services, the City television channel and the Department of Work Force and Development. Vacancies are also submitted in an African American weekly newspaper which covers the PEE DEE region for the Counties of Marlboro, Florence, Dillion, Horry, Williamsburg, Chesterfield, Clarendon, Darlington, Georgetown, Lee, Marion and Sumter.

### **3. Continue to examine the hiring and promotional process of the Myrtle Beach Police department to ensure that there are no barriers or discriminatory practices.**

- a. Evaluate the hiring, retention and attrition rates. Gather information continually from current and past under represented categories ( African American Females, Hispanic Females, African and American and Hispanic Males) to determine additional actions needed to improve the recruiting and promoting of these particular groups as well as incentives to get them to come on board as employees initially. Continual review of the testing and promotional instruments used are good predictors of successful performance on the job and that those candidates are seriously considered for promotional opportunities. the Myrtle Beach Police department along with the City's Human Resources department will continue to discuss "best practices" with the Police Command Staff, especially when requested to sit on Hiring Boards for selected positions.
- b. The Myrtle Beach Police Department is committed to the principles of equal employment opportunity, and to work in an environment free of discrimination and harassment. The Myrtle Beach Police department and the City of Myrtle Beach does not tolerate harassment, discrimination or retaliation in any form.

### **4. Continue to train employees and supervisors on Employment Law - Discrimination and Harassment.**

- a. Workshops, Seminars regarding Employment Law, Sexual Harassment, Diversity and First in Service. The Myrtle Beach Police department along with the Human Resources department offers a variety of courses referencing these

topics annually and semi-annually.

b. The Myrtle Beach Police department and the City of Myrtle Beach is committed to ensuring the principles of fair and equal treatment are understood and practiced throughout the department and organization and as articulated in the City's values and Mission statement.

**5. Continued targeted efforts of recruiting at Community Job Fairs, Historically Black Colleges and Universities.**

a. Continue to participate as requested at area Job Fairs which are held at Military Installations, Colleges and Universities, Community Events. Events that are attended by mostly minorities and women. Added to the recruiting program has been a full-time Police Representative that attends recruiting events through out the local area, state of South Carolina as well as North Carolina. The advertising avenues also include advertisements on the local minority radio and Minority and Hispanic Magazines.

b. The Myrtle Beach Police department will continue to use the Police Representative at Job Fairs and Community events, expanding the outreach and recruitment efforts to target qualified minority males and females.

c. Include on all job announcements that the Myrtle Beach Police Department is an Equal Opportunity Employer.

**Step 7a: Internal Dissemination**

The Myrtle Beach Police Department along with the City of Myrtle Beach will conspicuously post the EEOP Utilization Report in the Police Department's Office of Professional Standards which is stored with the captain of Administration. This information will be available for review with Supervisors and Senior ranking staff to make sure they are familiar with the overall hiring objective of the department which is to provide an opportunity to all interested applicants and citizens regardless of race, sex, or origin.

The EEOP Utilization Report will also be available in hard copy from the Human Resources Department and made available to vendors and the public upon request.

**Step 7b: External Dissemination**

The EEOP Utilization Report will be posted on the Myrtle Beach department Website(external) and the City's Intranet Site to be accessed by the public.

The EEOP Utilization Report will be available to the public or anyone of interest when requested.

**Utilization Analysis Chart**  
**Relevant Labor Market: Horry County, 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
<b>Officials/Administrators</b>																
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 #/%	7,545/56%	220/2%	285/2%	0/0%	100/1%	15/0%	0/0%	0/0%	4,675/35%	90/1%	510/4%	0/0%	30/0%	0/0%	10/0%	4/0%
Utilization #/%	-6%	-2%	-2%	0%	-1%	-0%	0%	0%	15%	-1%	-4%	0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	14/100%	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 #/%	5,180/34%	110/1%	335/2%	40/0%	125/1%	0/0%	0/0%	10/0%	8,380/55%	125/1%	730/5%	15/0%	145/1%	0/0%	120/1%	0/0%
Utilization #/%	66%	-1%	-2%	-0%	-1%	0%	0%	-0%	-55%	-1%	-5%	-0%	-1%	0%	-1%	0%
<b>Technicians</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%
CLS #/%	915/33%	30/1%	80/3%	20/1%	0/0%	0/0%	0/0%	0/0%	1,235/44%	40/1%	305/11%	0/0%	140/5%	0/0%	15/1%	0/0%
Utilization #/%	67%	-1%	-3%	-1%	0%	0%	0%	0%	-44%	-1%	-11%	0%	-5%	0%	-1%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	61/86%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	7/10%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,400/77%	45/1%	365/12%	0/0%	0/0%	0/0%	10/0%	0/0%	225/7%	0/0%	90/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	-1%	-9%	0%	0%	0%	-0%	0%	3%	0%	-1%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	88/53%	8/5%	7/4%	0/0%	0/0%	0/0%	0/0%	0/0%	59/36%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,800/37%	320/2%	895/6%	50/0%	34/0%	30/0%	104/1%	65/0%	6,350/41%	250/2%	1,295/8%	20/0%	120/1%	30/0%	95/1%	15/0%
Utilization #/%	16%	3%	-2%	-0%	-0%	-0%	-1%	-0%	-5%	-1%	-7%	-0%	-1%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	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%
CLS #/%	205/56%	15/4%	25/7%	0/0%	0/0%	0/0%	0/0%	0/0%	120/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	27%	-4%	-7%	0%	0%	0%	0%	0%	-16%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/90%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,560/30%	240/1%	1,380/4%	0/0%	160/0%	0/0%	115/0%	40/0%	20,425/54%	515/1%	3,165/8%	85/0%	160/0%	30/0%	69/0%	15/0%
Utilization #/%	-30%	-1%	-4%	0%	-0%	0%	-0%	-0%	36%	-1%	2%	-0%	-0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,330/69%	2,285/17%	965/7%	145/1%	110/1%	0/0%	75/1%	160/1%	360/3%	15/0%	75/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,155/34%	2,450/7%	4,160/11%	140/0%	290/1%	30/0%	170/0%	110/0%	10,815/30%	1,190/3%	4,395/12%	35/0%	225/1%	0/0%	80/0%	30/0%
Utilization #/%																

### 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-Officials</b>			✓													
<b>Protective Services: Sworn-Patrol Officers</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>Chief of Police</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>Asst. Police Chief</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Captain</b>																
Workforce #/%	5/100%	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>Police Lieutenant</b>																
Workforce #/%	10/100%	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>Police Sergeant</b>																
Workforce #/%	13/87%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Master Corporal</b>																
Workforce #/%	11/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Corporal</b>																
Workforce #/%	21/81%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	88/53%	8/5%	7/4%	0/0%	0/0%	0/0%	0/0%	0/0%	59/36%	1/1%	2/1%	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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Connie D. Rutledge Asst. HR Director 10/5/2016  
[signature] [title] [date]