

**2019 ANNUAL  
WORKFORCE STATISTICS REPORT**

*Sheriff*

*Scott Jones, Sheriff*

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## **DIVERSITY POLICIES AND EFFORTS QUESTIONNAIRE**

***IF ANY QUESTION HAS A “NON-APPLICABLE” ANSWER, PLEASE EXPLAIN WHY.***

(1) Please provide a brief description of the services and functions provided by your department.

The Sacramento County Sheriff's Department is the primary law enforcement agency for the unincorporated areas of Sacramento County. The mission of the Sacramento County Sheriff's Department is the protection of life and property, the preservation of the public peace and the enforcement of the law in partnership with our communities. In recognition of our mission, the Sacramento County Sheriff's Department enforces the laws which govern our society, including Federal, State, and local statutes. The laws are enforced in a just manner, without prejudice.

The Sheriff's Department is divided into service areas designed to meet the needs of the diverse and varied Sacramento community. The service areas include: the Office of the Sheriff, the Office of the Undersheriff, Support Services, Correctional Services, Contract and Regional Services, and Field and Investigative Services.

Additionally, the Sheriff's Department provides law enforcement services on a contractual basis to the City of Rancho Cordova, the Sacramento International Airport and the Superior Court of California – Sacramento County.

(2) Please describe your department's selection and hiring procedures and how they help ensure a workforce representative of Sacramento County. (Include, if applicable, hiring interview procedures & policies; internships; education & training opportunities; training & development assignments, etc);

The Sacramento County Sheriff's Department adheres to Sacramento County Employment Services Division's rules and regulations. Every applicant must complete a County application and the corresponding job examination process. Upon completion of the application and testing process, each candidate is ranked by the Sacramento County Employment Services Division and a certification list (eligibility list) is generated. If the candidate is within the top three (3) ranks, they are eligible for hire.

### Deputy Sheriff / Deputy Sheriff Recruit

The Sacramento County Sheriff's Department's Pre-Employment/Recruiting Unit receives the certification list. Based upon this list, candidates are invited to participate in the Physical Ability Testing portion of the process. If the candidate is successful at meeting the minimum standards set forth in the Physical Ability Test, they are invited to complete a Personal History Statement

(PHS). The Pre-Employment/Recruiting Unit reviews each PHS, ensuring minimum qualifications are met.

If the candidate is selected for the background process, an investigation is conducted focusing on several areas of the candidate's personal history, including: prior/present employment, military service, credit check, rental history, drug usage, driving record (citations/accidents), personal/professional reference checks and neighborhood canvasses.

Additionally, the candidates must complete a Computer Voice Stress Analyzer (CVSA) examination to verify the information the candidate provided in the PHS. Upon completion of a CVSA, the assigned background investigator conducts a Personal Assessment Interview with the candidate. This interview is to discuss any inconsistencies developed during the investigation or answer any questions the investigator may have regarding the candidate's background information.

If the candidate is successful in the background process, a conditional offer of employment is extended. The conditional offer is contingent upon the candidate passing the applicable medical and physical examinations.

The Sacramento County Sheriff's Department offers a variety of programs designed to assist candidates with successfully completing the selection and hiring process. These programs include multiple venues and methods.

The Sacramento County Sheriff's Department recognizes the need to constantly review and revamp practices and procedures in order to move forward with generational and populace changes. Therefore, the Pre-Employment/Recruiting Unit is currently reviewing their outreach practices. Efforts are being made to identify new and innovative techniques to target a larger and more diverse group of people from which to recruit for all classifications within the Sacramento County Sheriff's Department.

The Sheriff's Department has continued to design, implement and improve outreach programs. We have continued our support and participation in the Links to Law Enforcement program. The Links to Law Enforcement program is supported by multiple law enforcement agencies and introduces candidates to the variety of career paths associated with Law Enforcement. Additionally, the Sacramento County Sheriff's Department continues to offer SPARTA (Sheriff's Pre-Academy Recruit Training Activities), which is a free program available to anyone interested in becoming a law enforcement officer. SPARTA has a component of physical training, which mirrors current academy practices, along with a weekly presentation outlining some of the curriculum recruits will encounter as part of attending an academy.

The Pre-Employment/Recruiting Unit also designed two additional components to our recruiting arm. The Interview Seminar is a one day workshop hosted by the Recruitment Unit which offers tips and practical exercises to help candidates successfully navigate the interview process. The Employment Seminar is a one day workshop which educates candidates on the job opportunities available throughout the Sheriff's Department. In the course of this seminar, the application process, selection process and background process are broken down for both sworn and

professional staff candidates. Candidates are also given an opportunity to ask questions regarding employment with the Sheriff's Department.

All of these programs were innovations designed to educate the Sacramento community regarding careers in Law Enforcement and to continually widen the draw from an ever changing pool of candidates.

- (3) Please describe what recruiting and/or informational events your department has participated in and how they help to ensure a workforce representative of Sacramento County. (Include, if applicable, high school or college job fairs, high school or college programs, church events, or community events.

The Sacramento County Sheriff's Department and the County of Sacramento Employment Services Division's website offer continuous information on current open positions with the Sheriff's Department. Additionally, members of the Pre-Employment/Recruiting Unit and Auxiliary Recruitment Team members attend a variety of events on behalf of the Sacramento County Sheriff's Department in an effort to help ensure a workforce representative of Sacramento County. For 2018, we attended the following events:

SacJobs Career Fair McClellan	01/11/2018
MLK365 Expo	01/15/2018
Pre-Employment Seminar	01/23/2018
Rocklin High School Career	01/26/2018
Thomas Edison School Career	01/31/2018
Transition Summit – Alameda	02/06/2018
Rio Linda High School	02/06/2018
Orientation Presentation – Sac City College	02/28/2018
UOP Career Fair	03/06/2018
Links to Law Enforcement	03/07/2018
Bowling Green Charter MC	03/07/2018
2018 Greater Sacramento Job Fair	03/08/2018
Sacramento County Career Fair	03/10/2018
Pre-Employment Seminar	03/12/2018
DA Youth Academy Graduation	03/20/2018
Sheldon High School Career Fair	04/04/2018
AmeriCorps NCCC Life After	04/11/2018
American River College Career Fair	04/12/2018
College – Making it Happen	04/14/2018
Napa College Youth Expo	04/14/2018
Elk Grove High School Career Fair	04/19/2018
Antelope High Career Fair	04/20/2018
Sacramento City College Career Fair	04/24/2018
EDD Youth Job Fair	05/10/2018
International Kids Festival	05/26/2018

Unity in the Community Orangevale	05/27/2018
Wounded Veteran's Run	05/28/2018
Sac County DA	06/12/2018
Work for Warriors	06/14/2018
2018 Sac County DA's Office	06/15/2018
Sac Job Corps Safety Fair	06/27/2018
Unity in the Community Bridgeway Dr	07/01/2018
Sac Regional Public Safety	07/05/2018
Sac City Football Team	07/10/2018
Choose Kindness Event	07/20/2018
Special Olympics	07/23/2018
Sac DA Youth Shadow Day	08/03/2018
Unity in the Community Rutter Park	08/19/2018
Tri-County Job Fair	08/23/2018
SRO I Orientation	09/06/2018
Unity in the Community Foothill Community	09/09/2018
California Capitol Airshow	09/22/2018
California Capitol Airshow	09/23/2018
Sac State All Major Career Fair	10/02/2018
Sac State All Major Career Fair	10/03/2018
ARC Fall 2018 Career Fair	10/04/2018
Aloha Festival	10/06/2018
Sacramento Asian Sports Fair	10/12/2018
Hero's Cup – Soccer Match	10/13/2018
Fall Festival	10/13/2018
UC Davis Career Fair	10/17/2018
LAE Sigma Chi Career Fair	10/17/2018
Yolo County Job Fair	10/18/2018
SacJobs Fall Career Fair	10/18/2018
Links to Law Enforcement	10/24/2018
Oakdale 7 <sup>th</sup> and 8 <sup>th</sup> Grad	10/29/2018
Bowling with Special Olympics	11/04/2018
Academy Open House	11/04/2018
Veteran's Recruitment	11/08/2018
CIM Expo	11/30/2018
CIM Expo	12/01/2018
Physical Ability Test	12/08/2018
Santa Parade	12/08/2018

(4) Please describe all websites your department advertises its job vacancies to help ensure a workforce representative of Sacramento County.

The Sacramento County Sheriff's Department advertises its job vacancies on the following websites:

- Sacramento Sheriff's Department – [www.sacsheriff.com](http://www.sacsheriff.com)
- SacJobs – [www.Sacjobs.com](http://www.Sacjobs.com)
- CalJobs – [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- ArmyPaYS Program – [www.armypays.com](http://www.armypays.com)
- CSU, Sacramento - [www.csus.edu/careercenter/Employers/hornet-career-connection.html](http://www.csus.edu/careercenter/Employers/hornet-career-connection.html)
- Los Rios Community College - [www.losrios.edu/lrc/lincs.php](http://www.losrios.edu/lrc/lincs.php)
- Napa Valley College - [www.napavalley.edu/student-services/CareerCenter/Pages/ServicesEmployers.aspx](http://www.napavalley.edu/student-services/CareerCenter/Pages/ServicesEmployers.aspx)
- Eventbrite – [www.eventbrite.com](http://www.eventbrite.com)
- Sierra College – [www.sierracollege.edu](http://www.sierracollege.edu)
- University of the Pacific – [www.pacific.edu](http://www.pacific.edu)
- Russian American Media – [www.russianamericanmedia.com](http://www.russianamericanmedia.com)
- iHeartradio – [www.iheart.com](http://www.iheart.com)
- Sacramento Urban League – [www.gsul.org](http://www.gsul.org)
- Work for Warriors – [www.workforwarriors.org](http://www.workforwarriors.org)
- Social Media posts (Twitter, Facebook, Instagram)

(5) Please describe your department's promotion and career advancement procedures designed to enable all employees to have an equal and fair opportunity to compete for and attain County Promotional opportunities. (Include, if applicable, mentoring, career development activities, etc.)

The Sacramento County Sheriff's Department and the County of Sacramento Employment Services Division's website offer continuous information on current open positions, upcoming promotional exams and career advancement opportunities. The Sacramento County Sheriff's Department also provides employees with information about courses hosted by local educational institutions which offer opportunities to increase an employee's knowledge/eligibility for promotion.

There are several diverse organizations offering mentoring and career development to their members including, but not limited to: the National Organization of Black Law Enforcement Executives, Asian Peace Officers Association, National Latino Peace Officers Association and the International Association of Women Police.

In addition to the above organizations, many supervisors and managers within the Sacramento County Sheriff's Department provide one on one mentoring to employees.

For specific promotional opportunities, such as the Sergeant and Lieutenant exams, the Sacramento County Sheriff's Department offers a variety of venues to assist all eligible department employees in preparing for the examination process. There are links on the Sacramento County Sheriff's Department's internal webpage which provide "supervisor resources". These links offer a variety of documents utilized by the Sacramento County

Sheriff's Department to help select and train promotional candidates. Current command staff and management members make themselves available to review applications and conduct one on one mentoring for candidates. Internal leadership training classes are offered, to help prepare employees for the step into supervising/management positions. An Orientation and Interview Preparation Seminar was also offered to Professional Staff interviewing for the Sheriff's Records Officer I position.

(6) Please describe how the County's Equal Employment Opportunity program objectives are incorporated into your department's strategic and operational priorities.

The Sacramento County Sheriff's Department is committed to the goal of equal access by all citizens to Sacramento County employment, services and benefits. It is the policy of the Sacramento County Sheriff's Department that no person shall be unlawfully denied such employment opportunities, services, or benefits. Additionally, no applicant shall be subjected to unlawful discrimination in any of the Sacramento County Employment Office or the Sacramento County Sheriff's Department's programs or activities.

The priority of the Sheriff's Department is to prohibit discrimination. No person employed by or otherwise under the direction and control of the Sacramento County Sheriff's Department shall engage in any act that illegally discriminates against any person or protected group. We work to prevent discrimination before it occurs through outreach, partnership, education and technical assistance. Policies are distributed to all new employees during New Employee Orientation. Ongoing training and education are conducted annually. Complaint policies and procedures are also available on the Sacramento County Sheriff's Department intranet site.

(7) Please describe your department's method to ensure its EEO activities and efforts result in service delivery across all sectors of the community (e.g. systems or processes for communication between County agencies and direct contact with community organizations, etc)

The Sheriff's Department is dedicated to maintaining collaborative relationships between County agencies. Supportive training is conducted and attended by multiple County agencies to ensure consistent application of processes. Service delivery for citizen complaints regarding a discriminatory act, policy, order, procedure or practice unrelated to employment matters are received and investigated.

(8) For complaints reported in Table 4, if there were any with a finding of *merit*, for each category of complaints (i.e. race, gender, age, etc.) please provide a description of the measures taken to prevent recurrences. Please do not provide specifics regarding the case(s),

### **Formal Cases with Merit**

**Sex** – 1 case is being investigated formally.

Case is still in review process. A Cease & Desist Order was issued pending further action.



### **Informal Cases with Merit**

**Race** – 1 case investigated. DFEH claim in process.

**Sex** – 6 cases investigated

1. Cease and Desist Order. Offending employee no longer works for Sheriff's Dept. (SSD)
2. Cease and Desist Order and discipline.
3. Cease and Desist Order. No employees offended. No further actions.
4. Complaint against non SSD employee. Advised Employer. Affected SSD employees satisfied with outcome.
5. Cease and Desist Order. Corrective Action taken. Offending employee moved from complainant's worksite.
6. Complaint against non-SSD employee. Non-SSD employee removed from complainant's worksite.

**Age** – 1 case investigated. Mediated at division level.

SSD takes several measures to prevent recurrences. In addition to the required 2 hour County sexual harassment/discrimination training the Department conducts additional supervisor and management training in sexual harassment and discrimination which includes preventative measures. There are two Sheriff's Department Fair Employment Officers (FEO) tasked to deal with Equal Employment Opportunity issues. The FEO is a resource for employees, supervisors, and managers who is available for consultation, informal advice, mediation investigations and other services.

Specific measures to prevent recurrences include issuance of a Cease & Desist order to SSD employees, discipline, corrective action, adverse action up to and including termination, and providing information to outside employers for investigation of non SSD personnel. Additionally, the FEO, supervisors and managers monitor employees involved in complaints to prevent recurrences. The FEO maintains all historical complaints in a trackable database to ensure patterns of sexual harassment and discrimination are discovered and action is taken.

**TABLE 1**  
**WORKFORCE COMPARATIVE ANALYSIS**

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				Sheriff's			
		2013 (1)		2018 (2)		2014 Report (3)		2019 Report (4)	
	%	#	%	#	%	#	%	#	%
<b>2 or More Races</b>	4.4%	132	1.2%	297	2.6%	13	0.7%	28	1.5%
<b>American Indian/Alaskan Native</b>	1.3%	127	1.2%	112	1.0%	18	1.0%	24	1.3%
<b>Asian</b>	13.6%	1,492	13.9%	1,761	15.4%	144	8.3%	178	9.4%
<b>Black/African American</b>	10.5%	1,295	12.1%	1,379	12.1%	114	6.5%	109	5.8%
<b>Hispanic/Latino</b>	17.9%	1,521	14.2%	1,921	16.8%	204	11.7%	279	14.7%
<b>Native Hawaiian/Pacific Islander</b>	1.0%	83	0.8%	117	1.0%	9	0.5%	14	0.7%
<b>White/Non-Hispanic</b>	51.4%	6,094	56.7%	5,840	51.1%	1,240	71.2%	1,262	66.6%
<b>Total</b>	100.0%	10,744	100.0%	11,427	100.0%	1,742	100.0%	1,894	100.0%
<b>Minority Representation</b>	48.6%	4,650	43.3%	5,587	48.9%	502	28.8%	632	33.4%
<b>Female Representation</b>	50.8%	5,560	51.7%	5,892	51.6%	583	33.5%	606	32.0%

<sup>1</sup> Sacramento County Workforce as of pay period 26 ending 12/14/2013

<sup>2</sup> Sacramento County Workforce as of pay period 26 ending 12/22/2018

<sup>3</sup> Employed by County of Sacramento as of pay period 26 ending 12/14/2013

<sup>4</sup> Employed by County of Sacramento as of pay period 26 ending 12/22/2018

**TABLE 2**  
**JOB CATEGORIES COMPARISON**  
**BETWEEN 2018 AND 2019 REPORTS**

JOB Categories	REPORT:	Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2018*	2019*	2018*	2019*	2018*	2019*	2018*	2019*	2018*	2019*
1. Officials/Administrators	#	1	1	4	4	5	5	8	8	17	17
	%	5.9%	5.9%	23.5%	23.5%	29.4%	29.4%	47.1%	47.1%	100.0%	100.0%
2. Professionals	#	14	13	27	28	41	41	43	43	129	134
	%	10.9%	9.7%	20.9%	20.9%	31.8%	30.6%	33.3%	32.1%	100.0%	100.0%
3. Technicians	#	5	6	35	38	40	44	32	37	172	180
	%	2.9%	3.3%	20.3%	21.1%	23.3%	24.4%	18.6%	20.6%	100.0%	100.0%
4. Protective Services	#	68	76	284	311	352	387	196	211	1106	1175
	%	6.1%	6.5%	25.7%	26.5%	31.8%	32.9%	17.7%	18.0%	100.0%	100.0%
5. Para-Professionals	#	0	0	0	0	0	0	2	2	2	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%
6. Office/Clerical Workers	#	102	122	21	21	123	143	272	296	332	362
	%	30.7%	33.7%	6.3%	5.8%	37.0%	39.5%	81.9%	81.8%	100.0%	100.0%
7. Skilled Craft Workers	#	0	0	0	0	0	0	0	0	2	2
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
8. Service Maintenance	#	6	5	6	7	12	12	10	9	23	22
	%	26.1%	22.7%	26.1%	31.8%	52.2%	54.5%	43.5%	40.9%	100.0%	100.0%
Total	#	196	223	377	409	573	632	563	606	1783	1894
	%	11.0%	11.8%	21.1%	21.6%	32.1%	33.4%	31.6%	32.0%	100.0%	100.0%

**TABLE 2**

\* The numbers for the 2018 Report are taken from pay period 26, ending December 23, 2017

\*\* The numbers for the 2019 Report are taken from pay period 26 ending December 22, 2018.

**TABLE 3.1**  
**Personnel Actions Report**  
**HIRES/RE-HIRES - Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

<b>NEW HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	19	41.3%	56	62.2%	75	55.1%
American Indian/Alaskan Native	1	2.2%	1	1.1%	2	1.5%
Asian	5	10.9%	7	7.7%	12	8.8%
Black	3	6.5%	5	5.6%	8	5.9%
Native Hawaiian/Pacific Islander	0	0.0%	1	1.1%	1	.8%
2 or More Races	4	8.7%	5	5.6%	9	6.6%
Hispanic	14	30.4%	15	16.7%	29	21.3%
<b>TOTAL MINORITY HIRES</b>	<b>27</b>	<b>58.7%</b>	<b>34</b>	<b>37.8%</b>	<b>61</b>	<b>44.9%</b>
<b>TOTAL NEW HIRES</b>	<b>46</b>	<b>33.8%</b>	<b>90</b>	<b>66.2%</b>	<b>136</b>	<b>100.0%</b>

<b>NEW RE-HIRES</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	2	66.6%	2	66.6%	4	66.6%
American Indian/Alaskan Native	0	0.0%		0.0%		0.0%
Asian	1	33.4%		0.0%	1	16.7%
Black	0	0.0%	1	33.4%	1	16.7%
Native Hawaiian/Pacific Islander	0	0.0%		0.0%		0.0%
2 or More Races	0	0.0%		0.0%		0.0%
Hispanic	0	0.0%		0.0%		0.0%
<b>TOTAL MINORITY RE-HIRES</b>	<b>1</b>	<b>33.4%</b>	<b>1</b>	<b>33.4%</b>	<b>2</b>	<b>33.4%</b>
<b>TOTAL RE-HIRES</b>	<b>3</b>	<b>50%</b>	<b>3</b>	<b>50%</b>	<b>6</b>	<b>100.0%</b>

**COMMENTS FOR TABLE 3.1**

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The “New Hires” table includes 77 temp to perm transfers (12 female, 65 male).

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**TABLE 3.2**  
**Personnel Action Report**  
**TERMINATIONS – Permanent Position Employees**  
**(From 01/01/2018 to 12/31/2018)**

<b>TERMINATIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	27	64.3%	61	70.1%	88	68.2%
American Indian/Alaskan Native	0	0.0%	1	1.2%	1	0.7%
Asian	4	9.4%	8	9.2%	12	9.3%
Black	7	16.7%	6	6.9%	13	10.1%
Native Hawaiian/Pacific Islander	1	2.4%	1	1.1%	2	1.6%
2 or More Races	1	2.4%	1	1.1%	2	1.6%
Hispanic	2	4.8%	9	10.4%	11	8.5%
<b>TOTAL MINORITY TERMINATIONS</b>	<b>15</b>	<b>35.7%</b>	<b>26</b>	<b>29.9%</b>	<b>41</b>	<b>31.8%</b>
<b>TOTAL TERMINATIONS</b>	<b>42</b>	<b>32.6%</b>	<b>87</b>	<b>67.4%</b>	<b>129</b>	<b>100.0%</b>

<b>REASON TERMINATED</b>	<b>Number</b>	<b>% of Total</b>	<b># of Female</b>	<b># of Minority</b>
RETIRED OR DISABILITY RETIREMENT	90	69.8%	25	27
RESIGN OTHER EMPLOYMENT	3	2.3%	1	0
EMPLOYEE INITIATED / NO REASON GIVEN	27	20.9%	11	13
DECEASED	1	.8%	0	0
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	7	5.4%	4	1
AUTOMATIC RESIGNATION	1	.8%	1	0
OTHER– Please list:		%		
Totals:	129	100%	42	41

**COMMENTS FOR TABLE 3.2**

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**TABLE 3.4**  
**Personnel Action Report**  
**PROMOTIONS/DEMOTIONS - Permanent Positions**  
**(From 01/01/2018 to 12/31/2018)**

<b>PROMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	30	65.2%	34	66.7%	64	66%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian	1	2.2%	5	9.8%	6	6.2%
Black	3	6.5%	5	9.8%	8	8.2%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races	1	2.2%	1	1.9%	2	2.1%
Hispanic	11	23.9%	6	11.8%	17	17.5%
<b>TOTAL MINORITY PROMOTIONS</b>	<b>16</b>	<b>34.8%</b>	<b>17</b>	<b>33.3%</b>	<b>33</b>	<b>34%</b>
<b>TOTAL PROMOTIONS</b>	<b>46</b>	<b>47.4%</b>	<b>51</b>	<b>52.6%</b>	<b>97</b>	<b>100.0%</b>

<b>DEMOTIONS</b>	<b>FEMALE</b>	<b>%</b>	<b>MALE</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>
White	1	100%	0	0.0%	1	100%
American Indian/Alaskan Native		0.0%		0.0%		0.0%
Asian		0.0%		0.0%		0.0%
Black		0.0%		0.0%		0.0%
Native Hawaiian/Pacific Islander		0.0%		0.0%		0.0%
2 or More Races		0.0%		0.0%		0.0%
Hispanic		0.0%		0.0%		0.0%
<b>TOTAL MINORITY DEMOTIONS</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL DEMOTIONS</b>	<b>1</b>	<b>100%</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100%</b>

**COMMENTS FOR TABLE 3.4**

**The demotion listed was voluntary.**

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**TABLE 4**  
**Discrimination/Harassment Complaint Activity**  
**(From 01/01/2018 to 12/31/2018)**

*The purpose of this section is to provide the Committee with an overview of the complaint activity in the department. Please supply information pertaining to the last 12 months if your department is reviewed annually or the last two years if your department is reviewed bi-annually.*

Complaint Types	In House				Outside Investigator				DFEH or EEOC		Total Allegat.
	Merit	No Merit	Insuff Evid	On-going	Merit	No Merit	Insuff Evid	On-going	Closed	On-going	
Age	E										1
Disability/Medical Condition				K							1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		D									1
Religion											
Retaliation				A							1
Sex	B, G, H, I, J, L	C		A, F							9
Sexual Orientation											
<b>TOTAL Allegations:</b>	7	2		4							<b>13</b>

Note: Use an alpha to represent each complaint. (SSD has 12 complaints)  
i.e. Employee Smith files a complaint involving Gender / Disability. You would place alpha A in columns Gender and Disability.  
Employee Lopez files a complaint involving Religion / Race. You would place alpha B in columns Religion and Race  
This information is collected for use by the Equal Employment Opportunity Advisory Committee to tabulate the County's total annual number of complaints..