

**2021 ANNUAL
WORKFORCE STATISTICS REPORT**

Sheriff

Scott Jones, Sheriff

***PREPARED BY:* Kari Harn, Sr. Personnel Analyst, Sheriff's Office
Richard Chang, Personnel Analyst, EEO Unit**

TABLE OF CONTENTS

Departmental Diversity Policies and Efforts Questionnaire1

Workforce Comparative Analysis -**Table 1**8

Job Categories Summary - **Table 2**9

Personnel Actions Report: Hires/Rehires - **Table 3.1**10

Personnel Actions Report: Terminations - **Table 3.2**.....11

Personnel Actions Report: Promotions/Demotions - **Table 3.4**.....12

Discrimination Complaints - **Table 4**.....13

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 Office is the primary law enforcement agency for the unincorporated areas of Sacramento County. The mission of the Sacramento County Sheriff's Office 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 Office 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 Office 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 Office 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 Office 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 Office'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 Office 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 Office 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 continues to review their outreach practices. Efforts are 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 Office.

The Sheriff's Office 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 Office 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 Office. 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 Office.

In order to help candidates successfully pass the entry level law enforcement exam required to attend a law enforcement academy, the Sacramento County Sheriff's Office is offering monthly PELLETB exams. Candidates may take the exam every 30 days. The Sheriff's Office is also providing study resources to candidates struggling with the exam. To help candidates successfully pass the required Physical Ability Test, practice session at the Sacramento Sheriff's Academy are offered as well. Sheriff's Academy staff help candidates with techniques to help the candidate pass the Physical Ability Test.

The Sacramento County Sheriff's Office has started various youth services programs in diverse areas within Sacramento County. These programs include a Law Academy at Florin High School and other youth outreach programs. The Law Academy offers students the opportunity to learn about the various careers in law enforcement. Several of the Youth Services Deputies are also Auxiliary Recruiters for the Sheriff's Office. These Deputies continually provide information regarding a potential career with the Sacramento Sheriff's Office to students as well as their family members.

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 Office and the County of Sacramento Employment Services Division's website offer continuous information on current open positions with the Sheriff's Office. 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 Office in an effort to help ensure a workforce representative of Sacramento County. For 2020, we attended the following events:

PELLETB Testing/Recruiting Presentation	1/12/2020
March for the Dream/Expo	1/20/2020
Sacramento Urban League Diversity Fair	2/5/2020
Mira Loma High School Career Fair	2/6/2020
Sacramento Hiring Event – Sacjobs Career Fair	2/6/2020
Sacramento City College – Professor Scott Presentation	2/6/2020
PELLETB Testing/Recruiting Presentation	2/23/2020
CSU – Sacramento Career Fair	3/3/2020
DA Youth Academy Graduation	3/11/2020
Links to Law Enforcement	3/11/2020
Highland High School Career Fair	3/12/2020
PELLETB Testing/Recruiting Presentation	5/12/2020
PELLETB Testing/Recruiting Presentation	5/14/2020

PELLETB Testing/Recruiting Presentation	5/17/2020
PELLETB Testing/Recruiting Presentation	6/28/2020
Interview Preparation Seminar	7/7/2020
PELLETB Testing/Recruiting Presentation	8/2/2020
Sheriff's Dispatcher Orientation	8/3/2020
Unity in the Community – North Highlands	9/19/2020
Unity in the Community – South Sacramento	9/20/2020
PELLETB Testing/Recruiting Presentation	9/20/2020
Employing US Vets Virtual Career Fair	9/24/2020
Sac Jobs Diversity Career Fair	9/30/2020
CSUS All Majors Career Fair	10/6/2020
CSUS All Majors Career Fair	10/7/2020
Sheriff's Records Officer I Orientation	10/15/2020
PELLETB Testing/Recruiting Presentation	10/25/2020
Coffee with a Cop	11/4/2020
Folsom Lake College Careers Center Presentation	11/5/2020
Sacramento City College – All Careers Presentation	11/10/2020

Due to COVID-19, several events we were scheduled to attend were cancelled.

(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 Office advertises its job vacancies on the following websites:

- Sacramento Sheriff's Office – www.sacsheriff.com
- SacJobs – www.Sacjobs.com
- CalJobs – www.caljobs.ca.gov
- ArmyPaYS Program – www.armypays.com
- CSU, Sacramento – www.csus.edu/careercenter/Employers/hornet-career-connection.html
- Los Rios Community College – www.losrios.edu/lrc/lincs.php
- Napa Valley College – www.napavalley.edu/student-services/CareerCenter/Pages/ServicesEmployers.aspx
- Eventbrite – www.eventbrite.com
- Sierra College – www.sierracollege.edu
- University of the Pacific – www.pacific.edu
- Russian American Media – www.russianamericanmedia.com
- iHeartRadio – www.iheart.com
- Sacramento Urban League – www.gsul.org
- Work for Warriors – 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 Office 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 Office 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 Office provide one on one mentoring to employees.

For specific promotional opportunities, such as the Sergeant and Lieutenant exams, the Sacramento County Sheriff's Office 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 Office internal webpage which provide "supervisor resources". These links offer a variety of documents utilized by the Sacramento County Sheriff's Office 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.

One of the training classes offered to Sheriff's employees is the Sheriff's Leadership Program (SLP), offered twice a year. SLP is a 48 hour seminar designed to enhance leadership competencies. Topics include Transformational Leadership, Everyday Leadership, and leading Diversity.

- (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 Office 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 Office 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 Office programs or activities.

The priority of the Sheriff's Office is to prohibit discrimination. No person employed by or otherwise under the direction and control of the Sacramento County Sheriff's Office 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. On-going training and education are conducted annually. Complaint policies and procedures are also available on the Sacramento County Sheriff's Office 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 Office 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 *Violation of County Policy*, 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), individual(s) involved, or corrective/disciplinary action taken.

Formal Cases with Violation

Sex – 2 Cases investigated. Discipline and training
Retaliation – 1 Case investigated. Ongoing investigation.
Race/Ancestry – 1 Case investigated. Ongoing investigation.

Formal Cases with No Violation

Sex – 2 Cases
Race/Ancestry – 3 Cases

The Sheriff's Office takes several measures to prevent recurrences. In addition to the required 2 hour County sexual harassment/discrimination training the Sheriff's Office conducts additional supervisor and management training in sexual harassment and discrimination which includes preventative measures. There are two Sheriff's Office 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 SSO employees, discipline, corrective action, adverse action up to and including termination, and providing information to outside employers for investigation of non SSO 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			
		2015 (1)		2020 (2)		2016 Report (3)		2021 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	204	1.9%	338	3.0%	16	0.9%	36	1.8%
American Indian/Alaskan Native	1.3%	117	1.1%	103	0.9%	22	1.2%	24	1.2%
Asian	13.6%	1,619	14.7%	1,819	16.1%	162	8.9%	198	10.2%
Black/African American	10.5%	1,352	12.3%	1,307	11.6%	108	6.0%	107	5.5%
Hispanic/Latino	17.9%	1,694	15.4%	2,010	17.8%	234	12.9%	318	16.3%
Native Hawaiian/Pacific Islander	1.0%	94	0.9%	120	1.1%	12	0.7%	15	0.8%
White/Non-Hispanic	51.4%	5,934	53.9%	5,574	49.5%	1,260	69.5%	1,248	64.1%
Total	100.0%	11,014	100.0%	11,271	100.0%	1,814	100.0%	1,946	100.0%
Minority Representation	48.6%	5,080	46.1%	5,697	50.5%	554	30.5%	698	35.9%
Female Representation	50.8%	5,671	51.5%	5,752	51.0%	577	31.8%	625	32.1%

¹ Sacramento County Workforce as of pay period 26 ending 12/26/2015

² Sacramento County Workforce as of pay period 26 ending 12/19/2020

³ Employed by County of Sacramento as of pay period 26 ending 12/26/2015

⁴ Employed by County of Sacramento as of pay period 26 ending 12/19/2020

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2020 AND 2021 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**	2020*	2021**
1. Officials/Administrators	#	1	1	4	4	5	5	7	6	15	14
	%	6.7%	7.1%	26.7%	28.6%	33.3%	35.7%	46.7%	42.9%	100.0%	100.0%
2. Professionals	#	13	12	29	26	42	38	42	43	132	132
	%	9.8%	9.1%	22.0%	19.7%	31.8%	28.8%	31.8%	32.6%	100.0%	100.0%
3. Technicians	#	8	9	40	39	48	48	37	41	196	198
	%	4.1%	4.5%	20.4%	19.7%	24.5%	24.2%	18.9%	20.7%	100.0%	100.0%
4. Protective Services	#	76	74	334	342	410	416	207	198	1194	1175
	%	6.4%	6.3%	28.0%	29.1%	34.3%	35.4%	17.3%	16.9%	100.0%	100.0%
5. Para-Professionals	#	0	1	0	0	0	1	2	2	2	2
	%	0.0%	50.0%	0.0%	0.0%	0.0%	50.0%	100.0%	100.0%	100.0%	100.0%
6. Office/Clerical Workers	#	145	144	33	77	178	221	330	326	410	403
	%	35.4%	35.7%	8.0%	19.1%	43.4%	54.8%	80.5%	80.9%	100.0%	100.0%
7. Skilled Craft Workers	#	0	0	0	0	0	0	0	0	2	1
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
8. Service Maintenance	#	6	6	7	7	13	13	10	9	23	21
	%	26.1%	28.6%	30.4%	33.3%	56.5%	61.9%	43.5%	42.9%	100.0%	100.0%
Total	#	249	247	447	495	696	742	635	625	1974	1946
	%	12.6%	12.7%	22.6%	25.4%	35.3%	38.1%	32.2%	32.1%	100.0%	100.0%

TABLE 2

* The numbers for the 2020 Report are taken from pay period 26, ending December 21, 2019

** The numbers for the 2021 Report are taken from pay period 26 ending December 19, 2020

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2020 to 12/31/2020)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	18	72.0%	45	57.7%	63	61.2%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	16	20.5%	16	15.5%
Black	2	8.0%	2	2.6%	4	3.9%
Native Hawaiian/Pacific Islander	0	0.0%	1	1.3%	1	1.0%
2 or More Races	0	0.0%	3	3.8%	3	2.9%
Hispanic	5	20.0%	11	14.1%	16	15.5%
TOTAL MINORITY HIRES	7	28.0%	33	42.3%	40	38.8%
TOTAL NEW HIRES	25	24.3%	78	75.7%	103	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	50.0%	0	0.0%	1	25.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	1	50.0%	2	100.0%	3	75.0%
TOTAL MINORITY RE-HIRES	1	50.0%	2	100.0%	3	75.0%
TOTAL RE-HIRES	2	50.0%	2	50.0%	4	100.0%

COMMENTS FOR TABLE 3.1

The “New Hires” table includes 83 temp to perm transfers (14 female, 69 male)

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2020 to 12/31/2020)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	31	68.9%	71	68.3%	102	68.5%
American Indian/Alaskan Native	0	0.0%	1	0.95%	1	0.7%
Asian	2	4.4%	11	10.6%	13	8.7%
Black	3	6.7%	4	3.8%	7	4.7%
Native Hawaiian/Pacific Islander	0	0.0%	3	2.9%	3	2.0%
2 or More Races	2	4.4%	1	0.95%	3	2.0%
Hispanic	7	15.6%	13	12.5%	20	13.4%
TOTAL MINORITY TERMINATIONS	14	31.1%	33	31.7%	47	31.5%
TOTAL TERMINATIONS	45	30.2%	104	69.8%	149	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	111	74.5%	27	32
RESIGN OTHER EMPLOYMENT	2	1.3%	1	1
EMPLOYEE INITIATED / NO REASON GIVEN	25	16.8%	14	10
DECEASED	2	1.3%	0	0
LAI D OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	8	5.4%	3	3
AUTOMATIC RESIGNATION	1	0.7%	0	1
OTHER– Please list:	0	0%	0	0
Totals:	149	100%	45	47

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2020 to 12/31/2020)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	21	52.5%	36	73.5%	57	64.0%
American Indian/Alaskan Native	1	2.5%	0	0.0%	1	1.1%
Asian	7	17.5%	1	2.0%	8	9.0%
Black	4	10.0%	4	8.2%	8	9.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	7	17.5%	8	16.3%	15	16.9%
TOTAL MINORITY PROMOTIONS	19	47.5%	13	26.5%	32	36.0%
TOTAL PROMOTIONS	40	44.9%	49	55.1%	89	100.0%

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native	1	100.0%	1	100.0%	2	100.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY DEMOTIONS	1	100.0%	1	100.0%	2	100.0%
TOTAL DEMOTIONS	1	50.0%	1	50.0%	2	100.0%

COMMENTS FOR TABLE 3.4

The “Demotions” table contains 1 voluntary demotion and 1 involuntary demotion

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2020 to 12/31/2020)

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.
	Violatio n	No Violatio n	Insuff Evid	On-going	Violatio n	No Violation	Insuff Evid	On- going	Closed	On- going	
Age											
Disability/Medical Condition/Genetic Information									C		1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		A, B, E		F							4
Religion											
Retaliation				G							1
Sex/Gender	D, H	A, B									4
Sexual Orientation											
TOTAL Allegations:	2	5		2					1		10

Note: Use an alpha to represent each complaint. *[Sheriff had a total of 8COMPLAINTS]*
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..