

**2018 ANNUAL
WORKFORCE STATISTICS REPORT**

Sheriff/Correctional Health

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 and the Sacramento International Airport.

(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 Office rules and regulations. Every applicant must complete a county application and the corresponding job class examination process. Upon completion of the application and testing process, each candidate is ranked by the Sacramento County Employment Office 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 Investigation 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 Investigation 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.

Currently, personnel assigned to the Background Investigations Unit, along with the Auxiliary Recruitment Team, field candidate questions received via email, via phone and in person at recruiting events. Additionally, staff attend a multitude of community events, job fairs and career fairs at a variety of venues throughout the year.

Both sworn and professional staff assist the candidates in preparing for the testing process for various jobs. Included in this are practice sessions for both the physical and written tests.

Efforts are made to locate and hire the best qualified candidates throughout the state of California. Designated personnel assigned to the Background Investigations Unit and Auxiliary Recruitment Team visit and recruit from other law enforcement academies throughout California.

The Sacramento County Sheriff's Department supports California State University, Sacramento by sponsoring internships in a variety of areas within the Sheriff's Department. Interns have opportunities to see the inner working of various divisions and get a wide exposure to the variety of career paths within the Sacramento County Sheriff's Department.

Additionally, the Sacramento County Sheriff's Department supports a wide ranging volunteer program. Interested candidates can volunteer in a variety of divisions throughout the Sheriff's Department, gaining experience and skills which will help them further their employment opportunities.

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 Background Investigations 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 Investigations and Recruitment 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 website offer continuous information on current open positions with the Sheriff's Department. Additionally, members of the Pre-Employment Backgrounds Investigation 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 2017, we attended the following events:

MLK Diversity Expo	1/16/2017
Parker Whitney School Presentation	1/24/2017
Travis AFB Career Fair	1/27/2017
Sacramento City College Class Presentation	2/7/2017
Napa Valley College Training Academy Presentation	2/17/2017
Sheriff's Pre-Academy Recruit Training Activities (SPARTA)	2/19/2017
Interview Preparation Seminar	2/19/2017

CSUS Employment Seminar	2/22/2017
Urban League 2017 Diversity Career Fair	2/23/2017
Black Expo	2/25/2017
SPARTA	2/26/2017
CSUS Career Fair	2/28/2017
SPARTA	3/5/2017
CSUS Intern Career Fair	3/6/2017
Sacramento County Job Fair	3/11/2017
SPARTA	3/19/2017
DA Academy Career Fair	3/21/2017
Links to Law Enforcement	3/22/2017
Career Fair – Center High School	3/23/2017
SPARTA	3/26/2017
William Jessup University Career Fair	3/29/2017
Sacramento Sheriff's Dept. Employment Seminar	3/30/2017
Career Fair – Antelope High School	3/31/2017
Folsom Lake College – Career Fair	4/5/2017
Career Fair – Sheldon High School	4/5/2017
Career Fair – Mesa Verde High School	4/5/2017
American River College Career Fair	4/6/2017
Creative Arts Academy Career Fair	4/6/2017
Career Fair – Del Campo High School	4/7/2017
Sacramento City College Career Fair	4/25/2017
Cosumnes River College Career Fair	4/27/2017
Woodland Community College Career Fair	4/27/2017
Health & Safety Fair – Parkway School	4/29/2017
Unity in the Community – South Sacramento	6/11/2017
Kops N Kids Camp	6/12/2017
Sonoma Raceway – Military Day	6/23/2017
Fight 4 Life/1 st Responders	6/24/2017
Interview Preparation Seminar	6/25/2017
SPARTA	7/2/2017
SPARTA	7/9/2017
CSUS Student Academy	7/13/2017
SPARTA	7/16/2017
Unity in the Community, Swanston Park	7/16/2017
SPARTA	7/22/2017
American River College – Career Fair	8/2/2017
Latina Community Event	8/25/2017
Latina Community Event	8/26/2017
Unity in the Community – Walnut Grove	8/27/2017
Capital Air Show	9/9/2017
Capital Air Show	9/10/2017
Health & Wellness Fair – Murph Emmanuel AME	9/16/2017
Community Event – Napa Auto Re-Opening	9/16/2017
Unity in the Community – North Highlands	9/24/2017

Career Fair – Bella Vista High School	9/26/2017
Monterey Trails High School – Employment Seminar	9/27/2017
SacJobs Career Fair	9/28/2017
American River College Career Fair	10/5/2017
CSUS CJ Association Presentation	10/12/2017
Multicultural Family Health Fair	10/14/2017
Career Fair – Sheldon High School	10/14/2017
Interview Preparation Seminar	10/15/2017
Career Fair – Oakmont High School	10/19/2017
SPARTA	10/22/2017
CSUS CJ Career Fair	10/25/2017
Mesa Verde High School Career Day	10/26/2017
SPARTA	10/29/2017
SPARTA	11/5/2017
Veteran’s Day Party in McKinley Park	11/11/2017
SPARTA	11/12/2017
Alexander Twilight College Preparatory Academy	12/6/2017
CSUS CSO Program	12/15/2017

(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 - <http://www.sacsheriff.com>
- County of Sacramento - <http://agency.governmentjobs.com/sacramento>
- SacJobs – Sacjobs.com
- Job Journal – Jobjournal.com
- PaYS Program – www.armypays.com
- VetReady Outreach & Recruitment Program – VetReady.org
- CSU, Sacramento - <http://www.csus.edu/careercenter/Employers/hornet-career-connection.html>
- Los Rios Community College - <http://www.losrios.edu/lrc/lincs.php>
- CSU Chico - <https://www.myinterfase.com/csuchico/employer/>
- UC Merced - <https://ucmerced-csm.symlicity.com/employers/>
- Sierra College - <http://www.sierracollege.edu/student-services/career-connections/employers/job.php>
- Santa Rosa Junior College - http://www.santarosa.edu/for_students/student_resources/career-center/student-employment/for-employers.shtml
- Napa Valley College - <http://www.napavalley.edu/studentservices/CareerCenter/Pages/ServicesEmployers.aspx>

(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 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.

(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. On-

going 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), individual(s) involved, or corrective/disciplinary action taken.

Formal Cases with Merit

Sexual Harassment – 2 cases were formally investigated.

1. An investigation was completed. The subject employees were transferred out of their assignment. The employees received a Cease Desist, the Sexual Harassment in County Employment Policy and General Order Discrimination and Sexual Harassment
2. An investigation was completed. The subject employee was served a Cease and Desist, the Sexual Harassment in County Employment Policy, and General Order Discrimination and Sexual Harassment
 - 3 cases are currently under review.

Discrimination – 1 case was formally investigated.

1. An investigation was completed. The subject employee was demoted, served a Cease and Desist, County Discrimination in County Employment Policy, and General Order Discrimination and Sexual Harassment
 - 1 case is currently under review.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Workforce Composition				Workforce Composition			
	2010	County of Sacramento				SHERIFF/CORRECTIONAL HEALTH			
		2012 (1)		2017 (2)		2013 Report (3)		2018 Report (4)	
	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	132	1.2%	268	2.4%	13	0.7%	21	1.1%
American Indian/Alaskan Native	1.3%	127	1.2%	117	1.0%	17	0.9%	21	1.1%
Asian	13.6%	1,492	13.9%	1,710	15.2%	163	9.1%	201	10.6%
Black/African American	10.5%	1,295	12.1%	1,368	12.2%	144	8.0%	127	6.7%
Hispanic/Latino	17.9%	1,521	14.2%	1,836	16.3%	141	7.8%	263	13.9%
Native Hawaiian/Pacific Islander	1.0%	83	0.8%	113	1.0%	10	0.6%	16	0.8%
White/Non-Hispanic	51.4%	6,094	56.7%	5,824	51.8%	1,310	72.9%	1,246	65.8%
Total	100.0%	10,744	100.0%	11,236	100.0%	1,798	100.0%	1,895	100.0%
Minority Representation	48.6%	4,650	43.3%	5,412	48.2%	488	27.1%	649	34.2%
Female Representation	50.8%	5,560	51.7%	5,812	51.7%	682	37.9%	655	34.6%

¹ Sacramento County Workforce as of pay period 26 ending 12/15/2012

² Sacramento County Workforce as of pay period 26 ending 12/23/2017

³ Employed by County of Sacramento as of pay period 26 ending 12/15/2012

⁴ Employed by County of Sacramento as of pay period 26 ending 12/23/2017

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2017 AND 2018 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**	2017*	2018**
1. Officials/Administrators	#	1	2	2	4	3	6	7	9	16	20
	%	6.3%	10.0%	12.5%	20.0%	18.8%	30.0%	43.8%	45.0%	100.0%	100.0%
2. Professionals	#	45	51	32	33	77	84	78	90	179	192
	%	25.1%	26.6%	17.9%	17.2%	43.0%	43.8%	43.6%	46.9%	100.0%	100.0%
3. Technicians	#	22	22	41	37	63	59	54	60	205	202
	%	10.7%	10.9%	20.0%	18.3%	30.7%	29.2%	26.3%	29.7%	100.0%	100.0%
4. Protective Services	#	67	68	286	284	353	352	211	196	1132	1106
	%	5.9%	6.1%	25.3%	25.7%	31.2%	31.8%	18.6%	17.7%	100.0%	100.0%
5. Para-Professionals	#	6	6	0	0	6	6	10	9	10	9
	%	60.0%	66.7%	0.0%	0.0%	60.0%	66.7%	100.0%	100.0%	100.0%	100.0%
6. Office/Clerical Workers	#	113	109	17	21	130	130	300	281	365	341
	%	31.0%	32.0%	4.7%	6.2%	35.6%	38.1%	82.2%	82.4%	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	6	4	6	10	12	10	10	22	23
	%	27.3%	26.1%	18.2%	26.1%	45.5%	52.2%	45.5%	43.5%	100.0%	100.0%
Total	#	260	264	382	385	642	649	670	655	1931	1895
	%	13.5%	13.9%	19.8%	20.3%	33.2%	34.2%	34.7%	34.6%	100.0%	100.0%

TABLE 2

* The numbers for the 2017 Report are taken from pay period 26, ending December 24, 2016.

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

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2017 to 12/31/2017)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	29	18%	69	42%	98	60%
American Indian/Alaskan Native	2	1%	0	0%	2	1%
Asian	7	4%	11	7%	18	11%
Black	2	1%	8	5%	10	6%
Native Hawaiian/Pacific Islander	1	1%	0	0%	1	1%
2 or More Races	4	2%	1	1%	5	3%
Hispanic	8	5%	22	13%	30	18%
TOTAL MINORITY HIRES	24	15%	42	26%	66	40%
TOTAL HIRES	53	32%	111	68%	164	100%

RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	1	33%	1	33%	2	67%
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	1	33%	0	0%	0	33%
TOTAL MINORITY RE-HIRES	1	33%	0	0%	1	33%
TOTAL RE-HIRES	2	67%	1	33%	3	100%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2017 to 12/31/2017)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	32	28%	54	47%	86	750%
American Indian/Alaskan Native	0	0%	0	0%	0	0%
Asian	5	4%	2	2%	7	6%
Black	3	3%	2	2%	5	4%
Native Hawaiian/Pacific Islander	0	0%	0	0%	0	0%
2 or More Races	1	1%	0	0%	1	1%
Hispanic	5	4%	11	10%	16	14%
TOTAL MINORITY TERMINATIONS	14	12%	15	13%	29	25%
TOTAL TERMINATIONS	46	40%	69	60%	115	100%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	82	71%	30	17
RESIGN OTHER EMPLOYMENT	5	4%	4	4
EMPLOYEE INITIATED / NO REASON GIVEN	18	16%	8	5
DECEASED	3	3%	0	1
LAID OFF/REDUCTION IN FORCE	0	0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	6	5%	3	2
AUTOMATIC RESIGNATION	0	0%	0	0
OTHER– Please list:	1	1%	1	0
Totals:	115	100%	46	29

COMMENTS FOR TABLE 3.2

TABLE 3.3
Personnel Action Report
TRANSFERS OUT – Permanent Position Employees
(From 01/01/2017 to 12/31/2017)

TRANSFERS OUT	FEMALE	%	MALE	%	TOTAL	%
White	0	0%	2	40%	2	40%
American Indian/Alaskan Native	0	0%	0	0%	0	0%
Asian	1	20%	0	0%	1	20%
Black	1	20%	0	0%	1	20%
Native Hawaiian/Pacific Islander	0	0%	0	0%	0	0%
2 or More Races	0	0%	0	0%	0	0%
Hispanic	0	0%	1	20%	1	20%
<i>TOTAL MINORITY TRANSFERS</i>	<i>2</i>	<i>67%</i>	<i>1</i>	<i>33%</i>	<i>3</i>	<i>60%</i>
<i>TOTAL TRANSFERS</i>	<i>2</i>	<i>40%</i>	<i>3</i>	<i>60%</i>	<i>5</i>	<i>100%</i>

COMMENTS FOR TABLE 3.3

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2017 to 12/31/2017)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	33	32%	31	30%	64	62%
American Indian/Alaskan Native	2	2%	0	0%	2	2%
Asian	7	7%	2	2%	9	9%
Black	3	3%	5	5%	8	8%
Native Hawaiian/Pacific Islander	2	2%	0	0%	2	2%
2 or More Races	2	2%	1	1%	3	3%
Hispanic	5	5%	10	10%	15	15%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>21</i>	<i>20%</i>	<i>18</i>	<i>17%</i>	<i>39</i>	<i>38%</i>
<i>TOTAL PROMOTIONS</i>	<i>54</i>	<i>52%</i>	<i>49</i>	<i>0%</i>	<i>103</i>	<i>100%</i>

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0%	1	100%	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%
<i>TOTAL MINORITY DEMOTIONS</i>	<i>0</i>	<i>0%</i>	<i>0</i>	<i>0%</i>	<i>0</i>	<i>0%</i>
<i>TOTAL DEMOTIONS</i>	<i>0</i>	<i>0%</i>	<i>1</i>	<i>100%</i>	<i>1</i>	<i>100%</i>

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2017 to 12/31/2017)

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		J								E	1
Disability/Medical Condition		B									1
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry	C	F,G,J		N							5
Religion											
Retaliation											
Sex	A,L	D,I		M				H		K	7
Sexual Orientation		G									1
TOTAL Allegations:	3	8		2				1		1	15

Note: Use an alpha to represent each complaint. **[SSD/CORR HLTH HAD A TOTAL OF 14 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..