

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Clallam County Sheriff's Office		DUNS Number: 075739235
Address: 223 E 4th Street, Port Angeles, WA 98362		
Grant Title: COPS Hiring Program	Grant Number: 2012UMWX0172	Award Amount: \$125,000.00
Name and Title of Contact Person: Annie Achziger, Human Resources Analyst		
Telephone Number: 360-417-2402	E-Mail Address: aachziger@co.clallam.wa.us	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Annie Achziger [responsible official],
certify that Clallam County Sheriff's Office [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Clallam County Human Resources Department [organization],
223 E. 4th Street, Suite 16, Port Angeles, WA 98362 [address].

Annie Achziger, Human Resources Analyst



8/19/2013

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date

EEOP Short Form



Fri Jun 07 19:06:06 EDT 2013

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2012UMWX0172
Grantee Name:	Clallam County Sheriff's Dept.	Award Amount:	\$125,000.00
Grantee Type:	Local Government Agency		
Address:	223 E 4th Street, Suite 12 Port Angeles, Washington 98362		
Contact Person:	Annie Achziger	Telephone #:	360-417-2402
Contact Address:	223 E 4th Street, Suite 16 Port Angeles, Washington 98362		
DOJ Grant Manager:	Bernard K Melekian	DOJ Telephone #:	

Policy Statement:

*This had to be added into the short form as See Attachment A

NON-DISCRIMINATION POLICY

"In the exercise of its powers or in the performance of its duties, the County shall ensure that no person is discriminated against because of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, the presence of any sensory, mental or physical handicap, or any other basis not reasonably related to the accomplishment of a legitimate governmental purpose, and shall take whatever affirmative action necessary to accomplish this purpose as defined in the state and federal constitutions and applicable court interpretations." (Clallam County Home Rule Charter, Article X, Personnel System, Section 10.30: Nondiscrimination)

In the spirit of compliance with the Clallam County Home Rule Charter, the Board of Clallam County Commissioners has adopted this core principle of nondiscrimination into all systems that govern the day-to-day activities of County government. Management and staff, as well as the general public, have a fundamental right to conduct employment and business in an environment free of discrimination.

The policies set out herein are intended as guidance on particular expanded areas of nondiscrimination where it is required by law that we do so. It is important to read and apply these policies in the context of all other documents that govern such protected activities.

3.1 Reporting Discrimination

Any employee who believes discrimination has occurred is urged to report this to their immediate supervisor, County Official, or the Human Resources Director. The report may be informal or formal. A formal report shall include a written statement or a grievance under labor agreement.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for Clallam County Sheriffs Department made the following observations:

Given the underutilization percentages in the job category of Protective Services: Sworn Patrol Officers(-22%% White) there is an underutilization of White Females employed in the Clallam County Sheriff Department.

In keeping with Clallam Countys commitment to having a workforce that is diverse and reflects the community it serves, Clallam County will examine its recruitment and retention practices to see if there may be ways to attract more White Females to apply for the Sheriffs Department- Sworn Patrol Officers positions.

Step 5 & 6: Objectives and Steps

1. Clallam County Human Resources will collaborate with community groups and organizations to increase awareness of hiring opportunities for Civil Service recruitments.

- a. Work with other community organizations to advertise encouragement for female applicants for civil service recruitment.

2. Clallam County Human Resources will increase its recruitment visibility within Washington State.

- a. Work with 3rd party testing service to advertise encouragement for female applicants into the civil service recruitment.

Step 7a: Internal Dissemination

- 1) Post a copy of the EEOP Short Form on Clallam County's Public website.
- 2) Include on all job announcements for Clallam County, positions that applicants may obtain a copy of the Clallam County EEOP Short Form on request.
- 3) Confirm signs on the Human Resources bulletin boards are still in place informing the availability of the EEOP Short Form.
- 4) Distribute a hard copy of the EEOP to all employees in a supervisory position.
- 5) Send an email and a hard copy memorandum to all employees informing them that a copy of the EEOP Short form is available upon request.

Step 7b: External Dissemination

- 1) Post a copy of the EEOP Short Form on Clallam County's Public website.
- 2) Include on all job announcements for Clallam County, positions that applicants may obtain a copy of the Clallam County EEOP Short Form on request.
- 3) Confirm signs on the Human Resources bulletin boards are still in place informing the availability of the EEOP Short Form.

Utilization Analysis Chart
Relevant Labor Market: Clallam County, Washington

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,600/50%	55/2%	0/0%	65/2%	15/0%	0/0%	4/0%	1,330/42%	19/1%	15/0%	50/2%	35/1%	0/0%	4/0%
Utilization #/%	17%	-2%	0%	-2%	-0%	0%	-0%	-8%	-1%	-0%	-2%	-1%	0%	-0%
Professionals														
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%
CLS #/%	1,650/39%	24/1%	4/0%	60/1%	30/1%	0/0%	0/0%	2,270/53%	55/1%	20/0%	135/3%	25/1%	4/0%	4/0%
Utilization #/%	61%	-1%	-0%	-1%	-1%	0%	0%	-53%	-1%	-0%	-3%	-1%	-0%	-0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	180/43%	0/0%	0/0%	20/5%	4/1%	0/0%	0/0%	185/44%	10/2%	0/0%	10/2%	0/0%	0/0%	10/2%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	14/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	550/72%	10/1%	4/1%	70/9%	0/0%	4/1%	0/0%	110/14%	4/1%	0/0%	4/1%	0/0%	0/0%	4/1%
Utilization #/%	21%	-1%	-1%	-9%	0%	-1%	0%	-8%	-1%	0%	-1%	0%	0%	-1%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	44/77%	0/0%	0/0%	1/2%	2/4%	0/0%	0/0%	7/12%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,095/52%	80/4%	0/0%	115/5%	4/0%	0/0%	4/0%	730/34%	10/0%	4/0%	70/3%	4/0%	0/0%	10/0%
Utilization #/%	26%	-4%	0%	-4%	3%	0%	-0%	-22%	1%	2%	-2%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	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%
CLS #/%	4/13%	0/0%	0/0%	4/13%	4/13%	0/0%	0/0%	15/48%	0/0%	0/0%	4/13%	0/0%	0/0%	0/0%
Utilization #/%	-13%	0%	0%	-13%	-13%	0%	0%	52%	0%	0%	-13%	0%	0%	0%
Administrative Support														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	5/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,285/24%	14/0%	0/0%	55/1%	15/0%	0/0%	10/0%	3,755/69%	80/1%	4/0%	165/3%	60/1%	0/0%	15/0%
Utilization #/%	4%	-0%	0%	-1%	-0%	0%	-0%	3%	-1%	-0%	-3%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,510/90%	55/2%	0/0%	90/3%	15/1%	0/0%	0/0%	125/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,540/51%	335/4%	15/0%	345/4%	30/0%	4/0%	15/0%	3,190/36%	120/1%	10/0%	155/2%	80/1%	4/0%	20/0%
Utilization #/%	15%	-4%	-0%	-4%	-0%	-0%	-0%	-3%	-1%	-0%	-2%	-1%	-0%	-0%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Patrol Officers								✓						

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Undersheriff														
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%
Sheriff														
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%
Chief Deputy														
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%
Sergeant														
Workforce #/%	10/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	44/77%	0/0%	0/0%	1/4%	2/4%	0/0%	0/0%	7/12%	1/2%	1/2%	1/2%	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 Short Form.

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

Annie Achziger

Digitally signed by Annie Achziger
DN: cn=Annie Achziger, o=Clallam County, ou=Human
Resources, email=aachziger@co.clallam.wa.us, c=US
Date: 2013.06.07 16:11:05 -0700

6/7/2013

[signature]

[title]

[date]

“ Attachment A”

NON-DISCRIMINATION POLICY

"In the exercise of its powers or in the performance of its duties, the County shall ensure that no person is discriminated against because of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, the presence of any sensory, mental or physical handicap, or any other basis not reasonably related to the accomplishment of a legitimate governmental purpose, and shall take whatever affirmative action necessary to accomplish this purpose as defined in the state and federal constitutions and applicable court interpretations." (Clallam County Home Rule Charter, Article X, Personnel System, Section 10.30: Nondiscrimination)

In the spirit of compliance with the Clallam County Home Rule Charter, the Board of Clallam County Commissioners has adopted this core principle of nondiscrimination into all systems that govern the day-to-day activities of County government. Management and staff, as well as the general public, have a fundamental right to conduct employment and business in an environment free of discrimination.

The policies set out herein are intended as guidance on particular expanded areas of nondiscrimination where it is required by law that we do so. It is important to read and apply these policies in the context of all other documents that govern such protected activities.

3.1 Reporting Discrimination

Any employee who believes discrimination has occurred is urged to report this to their immediate supervisor, County Official, or the Human Resources Director. The report may be informal or formal. A formal report shall include a written statement or a grievance under labor agreement.

3.2 Response to Reports

Written reports concerning discrimination will be forwarded to the Human Resources Director unless there is an allegation against that person, and if so, then written reports will be forwarded to the Prosecuting Attorney or the County's Labor Attorney. This procedure will apply to written statements received from reporting employees or written records made by supervisory employees, including County Officials. Whenever a supervisor becomes aware of allegations of discrimination, they will make a written record of the allegations and immediately forward the record to the County in accordance with this policy.

3.3 Investigation

The Human Resources Director or the Prosecuting Attorney or Labor Attorney will begin an investigation if necessary. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of discrimination. The investigation will be conducted promptly on a priority basis and will be directed toward ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of discrimination involving other employees is found, the County shall initiate separate investigations.

The investigation results shall be reduced to writing and delivered to the County. Such report will include any recommendations to remedy any harm that was suffered if the evidence shows that the employee alleged to have been affected by discrimination was injured or harmed.