

# Sheriff's Office

## Equal Opportunity Plan

2024



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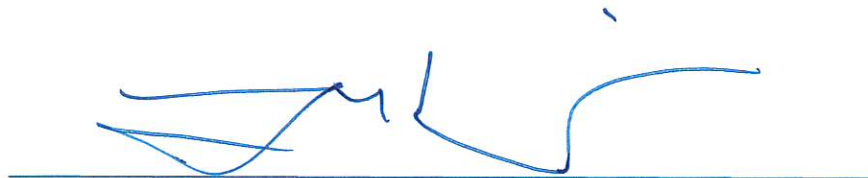
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## Section 1

### Office Head's Acknowledgment & Commitment to the 2024 Departmental Equal Opportunity Plan

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel for County officials and employees, applicants for employment, and business relationships with the County. Through the adoption of the Nondiscrimination, Sexual Harassment, Reasonable Accommodation, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

As Office Head, my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.



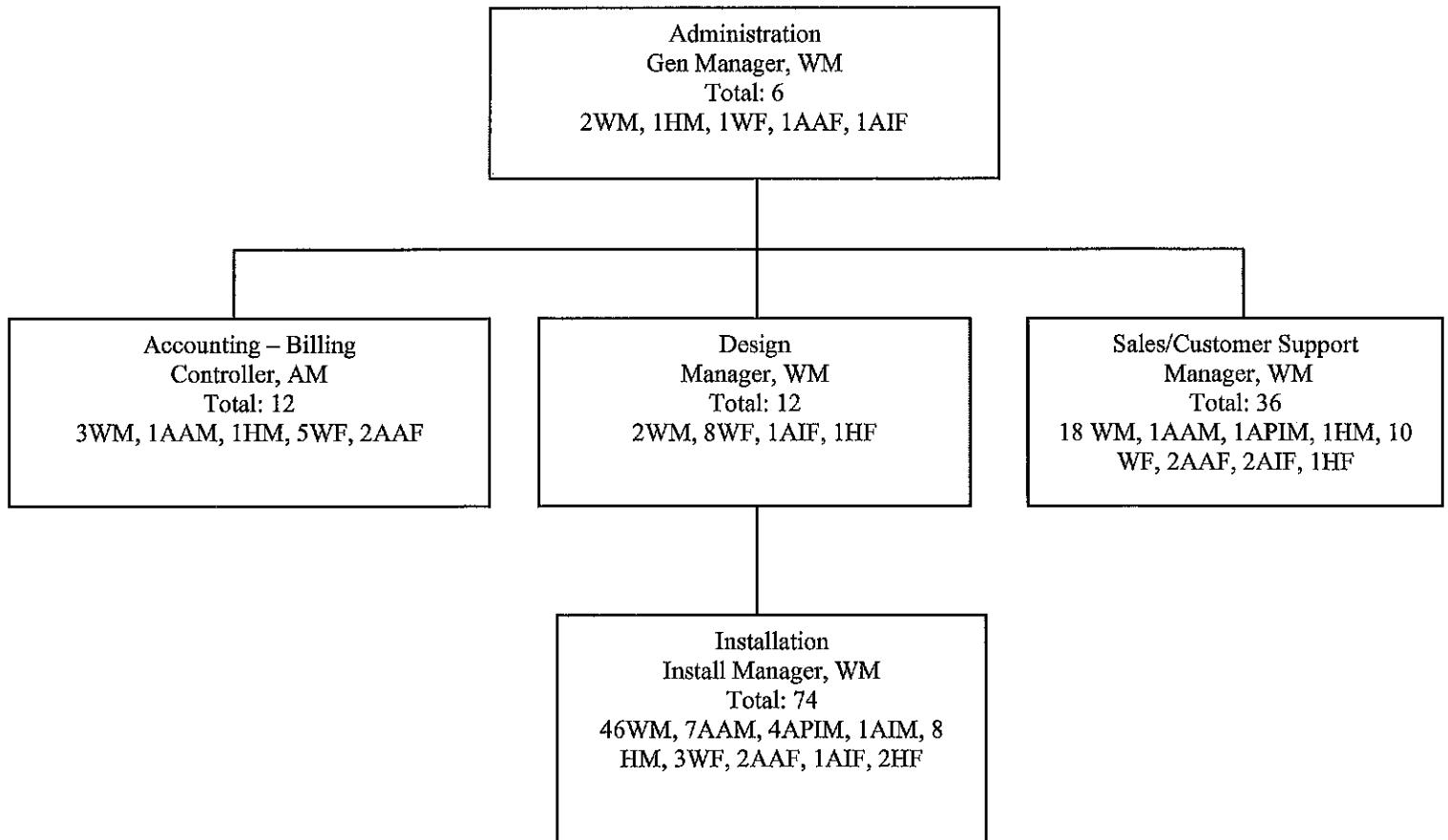
Tina M. Nieto

Sheriff-Coroner

## Section 2

### Organizational Profile Sheriff's Office

Please show the reporting structure in your organizational chart. Break the chart into separate pages by division, if necessary.

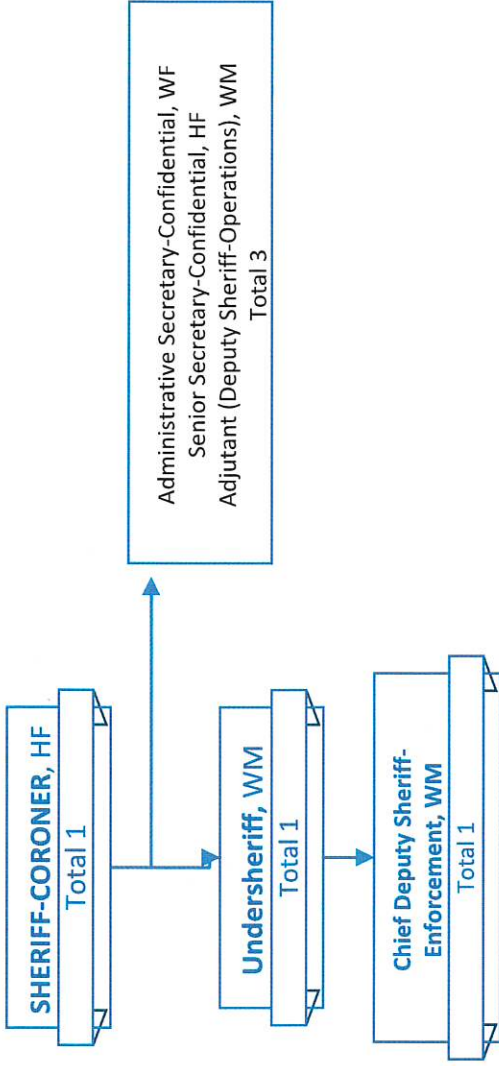


Self-reported gender and ethnicity:

M – Male      F – Female

AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

**Section 2**  
**Organizational Profile**  
 Sheriff's Office  
 Enforcement Operations Bureau



**Investigations Division**

Sheriff's Commander-APIM

**Sex Offender Registrants**

MA III, WM  
 Criminal Intelligence Specialist, WF

**Cannabis**

Deputy Sheriff-Operations, HM

**Crimes Against Persons/Homicide/Crimes Against Property**

**Domestic Violence & Sexual Assault**  
 Sheriff's Investigative Sergeant, WM, HM  
 Detectives, HM, WM, HF

**MADCAT**

Detective (vacant)

**Coroner's Unit**

Sheriff's Investigative Sergeant, WM  
 Detectives, WM, HF  
 Forensic Autopsy Technician (1 vacant), HF  
 Temporary Forensic Autopsy Technician, HF  
 Chief Pathologist, WF

**Forensic Services Unit**

Forensic Evidence Technician (1 vacant), WF, HF  
 Sheriff's Property Technician, HF, WF

Total: 40

1 APIM; 21 WM; 8 HM; 7 HF; 3 WF

**Patrol Division**

**Central Patrol**

Sheriff's Commander, WF  
 Office Assistant III, APF  
 Sheriff's Sergeants, WM, HM, APIM  
 Deputy Sheriff-Operations, HM, WM, APIM, HF  
**School Resource Officer**  
 Deputy Sheriff-Operations, HM

**Coastal Station**

Sheriff's Commander-HM  
 Sheriff's Sergeants, WM, HM  
 Deputy Sheriff-Operations, WM, HM  
 Sheriff's Records Specialist II (counted in AOB org. chart)

**School Resource Officer**

Deputy Sheriff-Operations, APIM

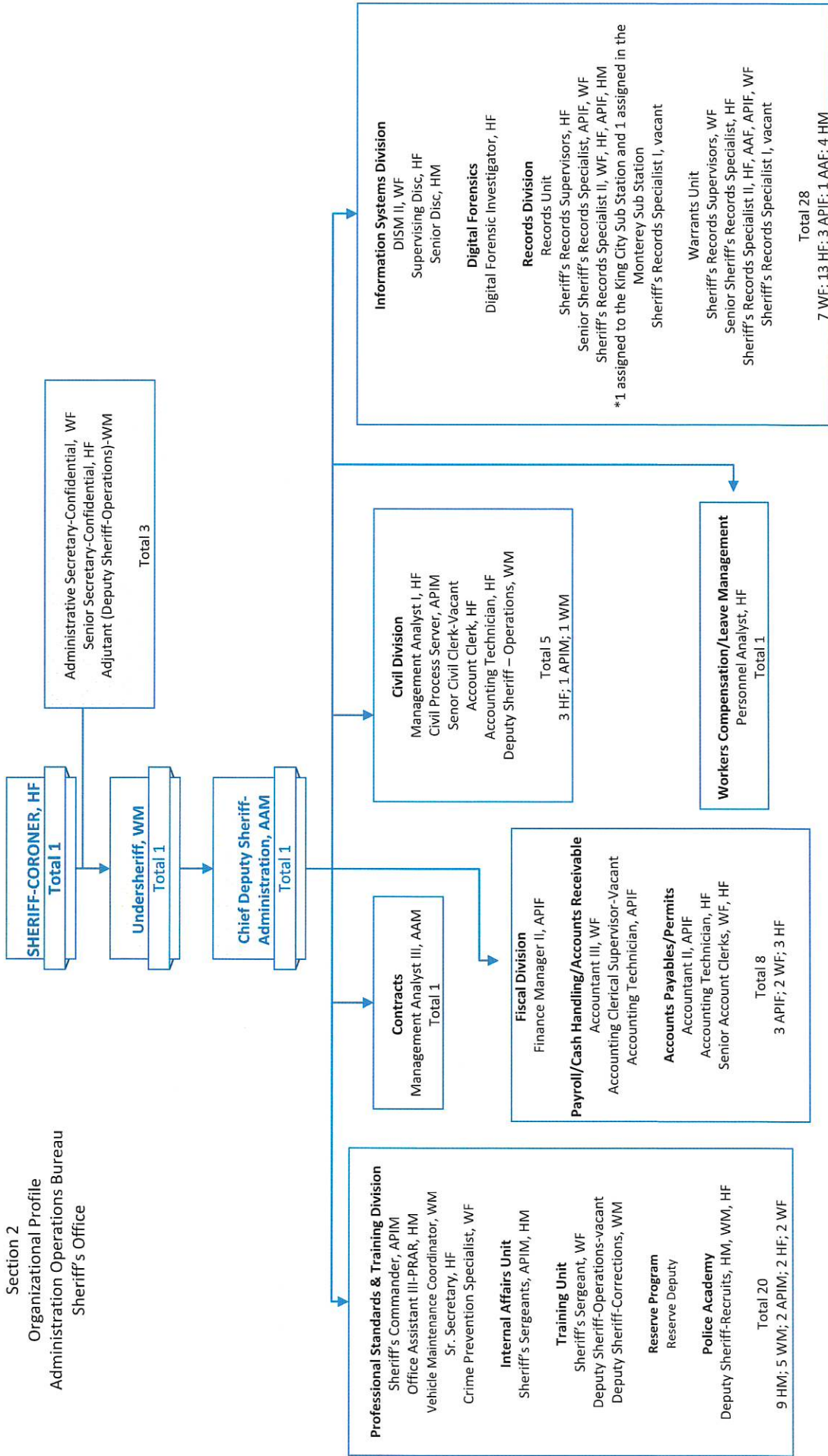
**South County Station**

Sheriff's Commander, HM  
 Sheriff's Sergeants, WM, HM  
 Deputy Sheriff-Operations, WM, HM  
 Vehicle Abatement Enforcement Officers, HF  
 Sheriff's Records Specialist II (counted in AOB org. chart)

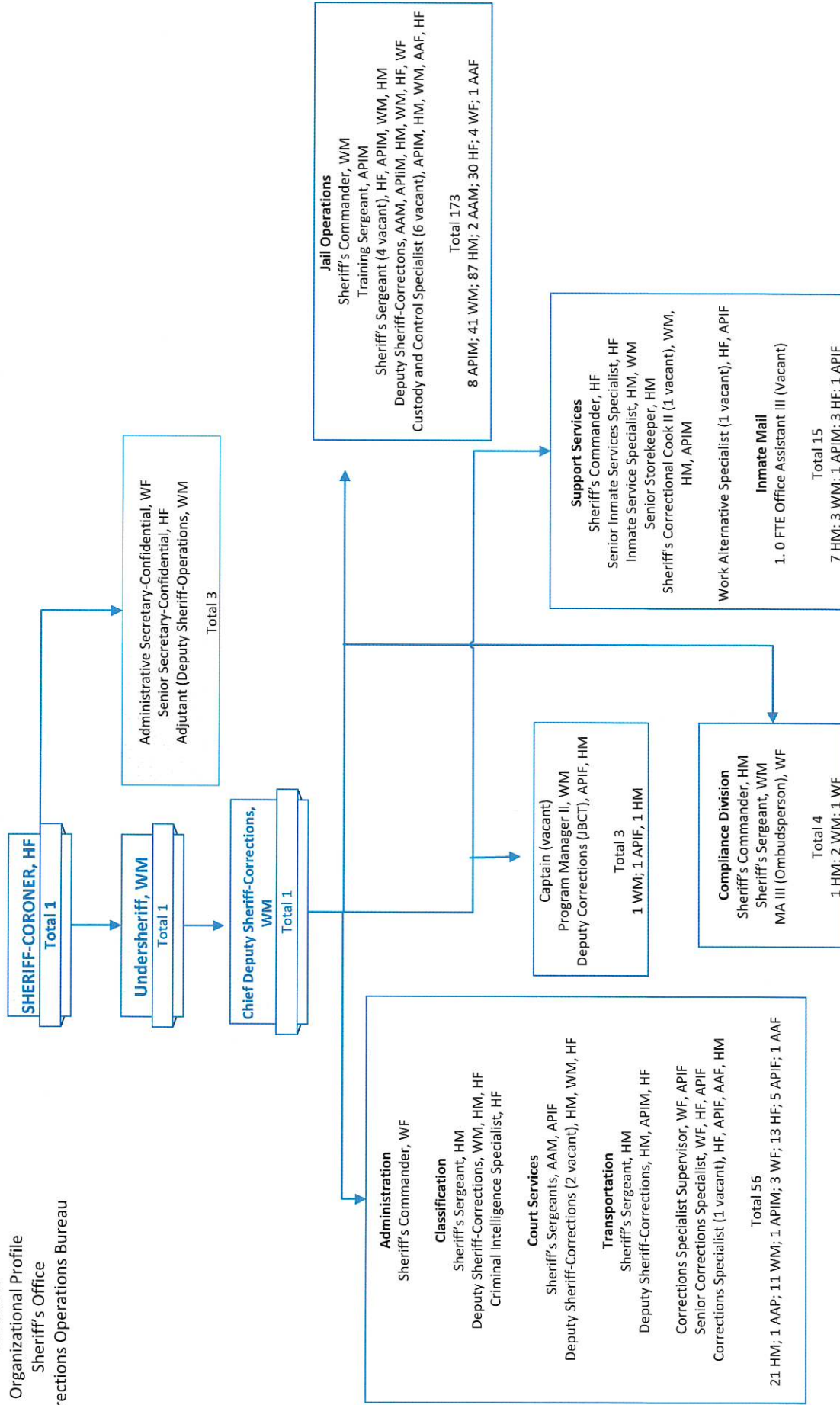
Total: 93

35 HM; 42 WM; 4 APIM; 1 AAM; 9 HF; 1 APIF; 1 WF

Section 2  
 Organization Profile  
 Administration Operations Bureau  
 Sheriff's Office



Section 2  
 Organizational Profile  
 Sheriff's Office  
 Corrections Operations Bureau

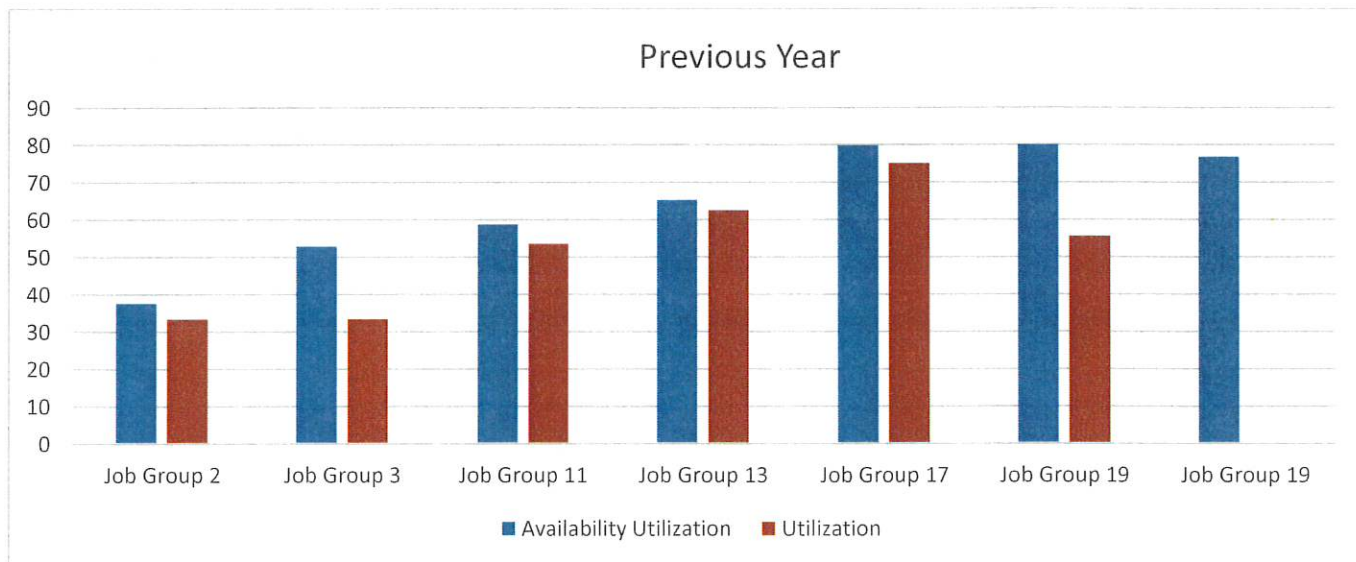
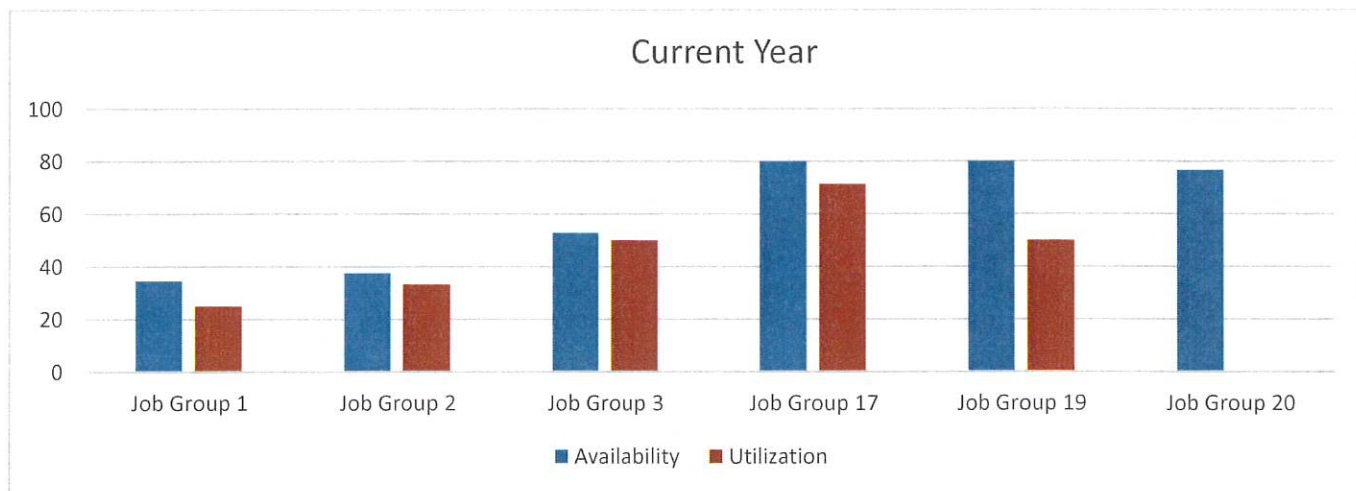


### Section 3

## Office's Workforce Analysis Chart (MC-HRM-EO-0003)

This is the cover sheet for this section. Place a copy of your Office's workforce analysis chart here.

Graphs for all job groups on utilization/availability:





Report ID : MC-HRM-EO-0003  
Run Date : 01/26/2024  
Run Time : 7:58 AM

County of Monterey Workforce Analysis Chart  
Job Group Within Department  
2022-2023 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department: 2300  
Occupational Group: \*  
Title: \*

Report Description

The Monterey County Workforce Analysis Chart for Job Classifications within Job Groups Report is a listing and count of ethnicity, gender, classification and job group within Department(s).

2300 - Sheriff-Coroner

JOB GROUP 11: Law Enforcement II - (58.7% Minority Availability) - (27.3% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male			Female			Totals			Hours							
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T					
SHERIFFS COMMANDER	P	8	3	11	5	1	6	3	0	3	2	0	2	0	1	0	0	5	0	4	2	0	11	0
SHERIFFS INVESTIGATIVE SERGEANT	T	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
SHERIFFS SERGEANT	T	28	3	31	16	2	18	12	1	9	5	1	1	0	1	1	0	13	1	10	6	1	31	0
<b>TOTAL Law Enforcement II</b>		38	6	44	22	3	25	16	1	13	7	1	3	0	2	1	0	19	1	15	8	1	44	0
		13.6%			56.8%									43.2% 2.3% 34.1% 18.2% 2.3%										

JOB GROUP 12: Law Enforcement I - (46.3% Minority Availability) - (30.4% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male			Female			Totals			Hours							
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T					
DEPUTY SHERIFF-CORRECTIONS	PS	132	26	158	87	22	109	44	3	80	4	0	4	0	21	1	0	48	3	101	5	0	158	0
DEPUTY SHERIFF-CORRECTIONS RECRUIT	PS	12	2	14	10	2	12	2	0	10	0	0	0	0	2	0	0	2	0	12	0	0	14	0
DEPUTY SHERIFF-OPERATIONS	PS	71	11	82	39	10	49	32	1	35	3	0	1	0	10	0	0	33	1	45	3	0	82	0
<b>TOTAL Law Enforcement I</b>		215	39	254	136	34	170	78	4	125	7	0	5	0	33	1	0	83	4	158	8	0	254	0
		15.4%			66.9%									32.7% 1.6% 62.2% 3.1% 0.0%										

2300 - Sheriff-Coroner

JOB GROUP 17: Office Clerical II - (79.9% Minority Availability) - (84.6% Female Availability)

EEO Cat Code	Total Employees			Minorities			Male			Female			Totals			Hours				
	M	F	T	M	F	T	W	AA	HIS	API	AJ	W	AA	HIS	API	AI	FT	P/T		
OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0		
ACCOUNTING CLERICAL SUPERVISOR																				
OC	0	2	2	0	2	2	0	0	0	0	0	0	0	1	1	0	2	0		
ACCOUNTING TECHNICIAN																				
OC	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0		
ADMINISTRATIVE SECRETARY-CONFIDENTIAL																				
OC	1	1	2	1	1	2	0	0	1	0	0	0	0	1	1	0	2	0		
OFFICE ASSISTANT III																				
OC	0	2	2	0	1	1	0	0	0	0	1	0	1	0	0	0	2	0		
SENIOR ACCOUNT CLERK																				
OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0		
SENIOR SECRETARY																				
OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0		
SENIOR SECRETARY-CONFIDENTIAL																				
OC	0	4	4	0	3	3	0	0	0	0	1	0	2	1	0	0	4	0		
SENIOR SHERIFFS RECORDS SPECIALIST																				
OC	1	0	1	1	0	1	0	0	1	0	0	0	0	1	0	0	1	0		
SENIOR STOREKEEPER																				
OC	0	2	2	0	1	1	0	0	0	0	1	0	1	0	0	0	2	0		
SHERIFFS PROPERTY TECHNICIAN																				
PP	0	4	4	0	2	2	0	0	0	0	2	0	1	1	0	0	4	0		
SHERIFFS RECORDS SUPERVISOR																				
TOTAL Office Clerical II	2	19	21	2	13	15	0	0	2	0	6	0	9	4	0	28.6%	0.0%	52.4%	19.0%	0.0%

JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

EEO Cat Code	Total Employees			Minorities			Male			Female			Totals			Hours				
	M	F	T	M	F	T	W	AA	HIS	API	AJ	W	AA	HIS	API	AI	FT	P/T		
OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0		
ACCOUNT CLERK																				
OC	1	10	11	1	10	11	0	0	1	0	0	0	1	6	3	0	11	0		
CORRECTIONS SPECIALIST																				
OC	23	16	39	17	16	33	6	0	15	2	0	0	1	15	0	0	39	0		
CUSTODY AND CONTROL SPECIALIST																				
OC	0	2	2	0	1	1	0	0	0	0	1	0	1	0	0	0	2	0		
SENIOR CORRECTIONS SPECIALIST																				
OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	1	0		
SHERIFFS RECORDS SPECIALIST I																				
OC	1	13	14	1	9	10	0	0	1	0	0	4	1	6	2	0	14	0		
SHERIFFS RECORDS SPECIALIST II																				
TOTAL Office Clerical I	25	43	68	19	38	57	6	0	17	2	5	3	29	6	0	16.2%	4.4%	67.6%	11.8%	0.0%

## Section 4

## Personnel Activity (Current Year)

Job Group: 01	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1		1				1	
African American	1							
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	2	0	1	0	0	0	1	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American					1			
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		1		1				1
TOTAL (count each person only once)	0	1	0	1	1	0	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 11	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			5	1		1	4	
African American							1	
Asian/Pacific Islander			2		1			
American Indian/ Alaskan Native								
Hispanic			3		1	1	2	
TOTAL (count each person only once)	0	0	10	1	2	2	7	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1							
TOTAL (count each person only once)	1	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 12	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	4	1			2	1	4	2
African American								
Asian/Pacific Islander							1	
American Indian/ Alaskan Native	1						1	
Hispanic	20	4	2		15	3	8	1
TOTAL (count each person only once)	25	5	2	0	17	4	14	3
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White					3			
African American								
Asian/Pacific Islander					2			
American Indian/ Alaskan Native								
Hispanic					3	2		
TOTAL (count each person only once)	0	0	0	0	8	2	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White		1		1			1	1
African American								
Asian/Pacific Islander				1				
American Indian/ Alaskan Native								
Hispanic		1		1				1
TOTAL (count each person only once)	0	2	0	3	0	0	1	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0



## Section 4

## Personnel Activity (Current Year)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White							1	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1							
TOTAL (count each person only once)	1	0	0	0	0	0	1	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White		1						1
African American								
Asian/Pacific Islander				1		1		
American Indian/ Alaskan Native								
Hispanic		1		1			2	
TOTAL (count each person only once)	0	2	0	2	0	1	2	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (Current Year)

Job Group: 18	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								2
African American								
Asian/Pacific Islander		1						
American Indian/ Alaskan Native								
Hispanic	1	2		1	1		2	4
TOTAL (count each person only once)	1	3	0	1	1	0	2	6
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American		1						
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	1	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 01	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1						1	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	1	0	0	0	0	0	1	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 02	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			1				2	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	1	0	0	0	2	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2						1	
African American								
Asian/Pacific Islander								1
American Indian/ Alaskan Native								
Hispanic				1				
TOTAL (count each person only once)	2	0	0	1	0	0	1	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 11	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			1				1	1
African American								
Asian/Pacific Islander			1					
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	2	0	0	0	1	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 12	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1						6	1
African American					1		2	
Asian/Pacific Islander	2				1		3	1
American Indian/ Alaskan Native								
Hispanic	21	1			10	1	8	
TOTAL (count each person only once)	24	1	0	0	12	1	19	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander			1					
American Indian/ Alaskan Native								
Hispanic	1		1					
TOTAL (count each person only once)	1	0	2	0	0	0	0	0



## Personnel Activity (Previous Year)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White		1						1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		4						4
TOTAL (count each person only once)	0	5	0	0	0	0	0	5
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander							1	
American Indian/ Alaskan Native								
Hispanic	1		1	1				
TOTAL (count each person only once)	1	0	1	1	0	0	1	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander		1						
American Indian/ Alaskan Native								
Hispanic		3						3
TOTAL (count each person only once)	0	4	0	0	0	0	0	3
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 18	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	1	2			1		2
African American								
Asian/Pacific Islander		1					1	2
American Indian/ Alaskan Native								
Hispanic	6	8	1				1	6
TOTAL (count each person only once)	7	10	3	0	0	1	2	10
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		1	1					
TOTAL (count each person only once)	0	1	1	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 19	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White							1	
African American							1	
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	2	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 13	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	9	3	5	3	5	3	1	1		
African American	2	2	1		1		1			
Asian/Pacific Islander	4	2		2		2				
American Indian/Alaskan Native										
Hispanic	12	6	6	1	6	1	1	1		1
TOTAL (count each person once only)	27	13	12	6	12	6	3	2	0	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1	1		Sheriff's website and social media platforms; HR social media platform; invited applications from previous recruitment to reapply; sent flyer to Cellebrite; CSAC Counties; Handshake (all colleges and universities); governmentjobs.com; LGBT connect; Invited candidates on job interest list; used Civil Rights database to target multiple demographics and organizations to include veterans and people with disabilities; and email sent to 230-SheriffEveryone
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1	1	1	
TOTAL (count each person once only)	0	2	2	1	

## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 17	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	3	5	1	1	1	1	1			
African American		1								
Asian/Pacific Islander		2		2		2		2		1
American Indian/Alaskan Native										
Hispanic	3	7	2	3	2	3	2	2		1
TOTAL (count each person once only)	6	15	3	6	3	6	3	4	0	2

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1		1	1	Sheriff's website and social media platforms, and HR dept's social media platforms such as Instagram, and Facebook. CalJOBS and INDEED. Contacted various local agencies and groups listed on the TAD list to target all demographics as requested by CRO. The challenges we encountered were primarily with the TAD list. Although there are various agencies on the list, we discovered most of the contact information was outdated or the agencies no longer accepted job postings.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1		1	
TOTAL (count each person once only)	1	1	1	2	

## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 11	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	5	1	3	1	3	1	3	1		1
African American										
Asian/Pacific Islander	3		2		2		2		1	
American Indian/Alaskan Native	1		1		1		1			
Hispanic	6	1	6	1	4	1	4	1	2	1
TOTAL (count each person once only)	15	2	12	2	10	2	10	2	3	2

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1	1	3	International Association Chief's of Police (IACP); CA Peace Officers Assoc. (CPOA); governmentjob.com; CA Sheriff's Association (CSSA); PORAC; CA. Sheriff's Association; Local law enforcement agencies to include Santa Cruz, San Luis Obispo, City of Monterey and San Benito; County and Sheriff social media platforms; Invited applicants from previous recruitment to apply; Emailed 230-SheriffEveryone; used Civil Rights database to target multiple demographics and organizations.
African American			1		
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1		1		
TOTAL (count each person once only)	1	1	3	3	



## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 12	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	7	1	7	1	7	1	7	1	4	1
African American										
Asian/Pacific Islander	2		2		2		2		2	
American Indian/Alaskan Native	1									
Hispanic	7		5		5		5		2	
TOTAL (count each person once only)	17	1	14	1	14	1	14	1	8	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1		2	Promotional only recruitment: Sheriff's and County social media platforms; Invited applicants from previous recruitment to apply; Email feeder groups to announce recruitment; and email sent to 230-SheriffEveryone.
African American					
Asian/Pacific Islander				1	
American Indian/Alaskan Native					
Hispanic	1		2	1	
TOTAL (count each person once only)	1	1	2	4	

## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 17	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	13	11	9	5	9	5	3	2		1
African American	3	3	2		2		1			
Asian/Pacific Islander	6	3	6		6		2			
American Indian/Alaskan Native		1								
Hispanic	29	47	10	26	10	26	4	4		
TOTAL (count each person once only)	51	65	27	31	27	31	10	6	0	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White			1		Used Civil Rights database to target multiple demographics and organizations to include veterans and people with disabilities.
African American					
Asian/Pacific Islander				1	
American Indian/Alaskan Native					
Hispanic	1	1		1	
TOTAL (count each person once only)	1	1	1	2	

## Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 18	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)			Applicants Placed on Eligible List			Applicants Interviewed			Applicant Hired for the Position		
	Males	Females	Non-binary	Males	Females	Non-binary	Males	Females	Non-binary	Males	Females	Non-binary	Males	Females	Non-binary
White	12	28		11	26		1	4		1	4				
African American	4	2	1	2	2	1	1		1	1		1			
Asian/Pacific Islander	3	9		3	7		1			1					
American Indian/Alaskan Native		1			1			1			1				
Hispanic	35	152		30	112		4	11		4	11			2	
TOTAL (count each person once only)	54	192	1	46	148	1	7	16	1	7	16	1	0	2	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1	1	3	Sheriff's and HR social media platforms; Invited applicants from previous recruitment to apply. Sent job announcement to CLEARs; Used Civil Rights database to target multiple demographics and organizations to include veterans and people with disabilities.  Recruitment challenge: Candidates do not return their Personal History Statement, withdraw during various phases of the recruitment process, no show for written exam.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		2		1	
TOTAL (count each person once only)	0	3	1	4	Continuous recruitment to fill 5 current vacancies. 29 applied and screening on an as needed basis; 8 referred to backgrounds; and 9 took written and pending results.

### Section 5

### Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the Office’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 19	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	3		2		2		2			
African American	2		2		2		2			
Asian/Pacific Islander	3		2		2		2		1	
American Indian/Alaskan Native										
Hispanic	11	5	4	2	4	2	4	2		
TOTAL (count each person once only)	19	5	10	2	10	2	10	2	1	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1				Sheriff’s website and social media platforms, and HR dept’s social media platforms such as Instagram, and Facebook. CalJOBS, Hartnell, INDEED. Contacted various local agencies and groups listed on the TAD list to target all demographics as requested by CRO. The challenges we encountered were primarily with the TAD list. Although there are various agencies on the list, we discovered most of the contact information was outdated or the agencies no longer accepted job postings.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic			1	2	
TOTAL (count each person once only)	1	0	1	2	

## Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 13	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	4	3	3	3	3	3	3	1		
African American	1	2		1		1				
Asian/Pacific Islander		3		2		2				
American Indian/Alaskan Native	2		1		1					
Hispanic	3	9	2	5	2	5	1	1		
TOTAL (count each person once only)	10	17	6	11	6	11	4	2	0	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					Email sent to 230-SheriffEveryone; used Civil Rights database to target multiple demographics and organizations; HRD and Office social media platforms; CalJobs; Handshake (All Colleges and Universities); Indeed; CA State Sheriff's Association; and an advertising campaign ran from January 29, 2023 through April 18, 2023 with KION that broadcasted in Monterey, Santa Cruz, and San Benito Counties and the digital campaign that ran a 20-mile radius in Monterey, Salinas, Greenfield, Santa Cruz, Gilroy, Fresno, Merced, and Modesto Counties.
African American					
Asian/Pacific Islander			1		
American Indian/Alaskan Native					
Hispanic		2	1	1	
TOTAL (count each person once only)	0	2	2	1	

## Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the Office's challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 13	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	9	12	5	8	5	8	1	2		1
African American	2		2		2					
Asian/Pacific Islander	3	2		1		1				
American Indian/Alaskan Native										
Hispanic	5	18	1	9	1	9	1	6		1
TOTAL (count each person once only)	19	32	8	18	8	18	2	8	0	2

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1		2	Email sent to 230-SheriffEveryone; used Civil Rights database to target multiple demographics and organizations; HRD and office social media platforms; CalJobs; Spartajobs; Craig's list; Indeed.com; Governmentjobs.com; CA State Crime Intelligence Program; San Jose State University - Forensic and Justice Studies; ACJA-LAE; an advertising campaign ran from January 29, 2023 through April 18, 2023 with KION that broadcasted in Monterey, Santa Cruz, and San Benito Counties and the digital campaign that ran a 20-mile radius in Monterey, Salinas, Greenfield, Santa Cruz, Gilroy, Fresno, Merced, and Modesto Counties.
African American					
Asian/Pacific Islander		1	1		
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	0	2	1	2	

### Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the Office’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 17	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White										
African American										
Asian/Pacific Islander		2		2		2		2		1
American Indian/Alaskan Native										
Hispanic		2								
TOTAL (count each person once only)	0	4	0	2	0	2	0	2	0	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1			1	Recruitment was a promotion only. Email sent to 230-SheriffEveryone; HRD and office social media platforms; an advertising campaign ran from January 29, 2023, through April 18, 2023 with KION that broadcasted in Monterey, Santa Cruz, and San Benito Counties and the digital campaign that ran a 20-mile radius in Monterey, Salinas, Greenfield, Santa Cruz, Gilroy, Fresno, Merced, and Modesto Counties.
African American			1		
Asian/Pacific Islander				1	
American Indian/Alaskan Native					
Hispanic		1			
TOTAL (count each person once only)	1	1	1	2	

## Section 6

### Action-Oriented Programs

(Under the County's Equal Opportunity Plan  
Chapter 5: Designation of Responsibility)

#### Recruitment

What collaborative relationships has your office established with community groups and stakeholders? How have these relationships supported the office's recruitment efforts?

The Sheriff's Office has increased engagement with community groups and stakeholders across the County. Community forums, meetings, meet and greets have been expanded to develop a stronger relationship with the community. Increased use of social media has been a focal point of engagement and has proven to be successful. The development of our formal recruitment team which is comprised of our department personnel has been a recruiting asset. This has resulted in our current personnel contributing to finding personnel of the future. In addition, our recruiting efforts have contributed to ensuring our organization is representative of the demographics of our community.

Member of our recruitment team have expanded our recruiting outreach to neighboring regions targeting police academies within our geographic sphere of influence. We will continue working within our personnel to provide growth opportunities within the organization for current employees.

How many selective certification waivers did your office request last year?

One waiver was approved to conduct a promotional only Sergeant recruitment.

#### Hiring



What selection criteria does the office use in the fit interview?

The office utilizes a candidate's qualifications and experience specific to the job classification they are applying/or as criteria for selection. In addition, applicants to the Sheriff's office must participate in a thorough background investigation in which criminal behavior, employment history, narcotics use, and ethics are considered. For sworn staff positions the background investigation elements are regulated by ten (10) job dimensions identified by the California Commission on Peace Officer Standards and Training (POST). In past years the organization adjusted its physical fitness testing entry standard which has increased the volume of applicants to move forward in the testing process. This allows applicants selected to attend the academy to develop their skills through the academy to meet the requisite POST standards.

How does your office ensure diversity on panels of screeners and interviewer panelists?

We work with our embedded Human Resource office personnel to ensure our panels meet County of Monterey standards.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making?

Screeners and panel members attend a 20-minute bias training offered by the Civil Rights office for underutilized job groups. In addition, the HR Professional meets with the panel/screeners to provide an overview of the process and rating pitfalls. The Professional Standards Unit Commander conducts promotion training to assist personnel interested in promoting.

Promotion to higher ranks or higher levels comes from lower rank positions. In order to promote women and people of color to positions, it is necessary to fill the lower positions with people of color and women. This has been accomplished over the past few years and will continue to allow for greater opportunity of people of color and women to

promote to higher level ranks. Recruiting will become more effective as the organization gains more representation of people of color and women in its ranks.

## **Promotions**

What processes, procedures, or systems have been implemented in your office to support protected groups moving into senior job classifications beyond regular career progression (e.g., training, leadership development, mentoring, etc.)?

How effective have these initiatives been in supporting promotional opportunities for women and people of color? The Sheriff's Office continues to enhance training protocols to ensure staff meet or exceed the minimum POST or STC standards for employee training. In addition, training targeting leadership development will continue to be brought forward. Increased recruitment efforts toward people of color and women will also afford greater opportunity to promote more personnel from protected classes.

How does your office utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? How is this commitment considered when considering employees for promotional opportunities?

During a review of performance evaluations conducted in 2023 for the period prior to Sheriff Nieto taking office on December 30, 2022, we found they were not completed in accordance with policy. Immediate steps were taken to ensure all employees receive their performance evaluations last year and every year thereafter. Performance evaluations are critical in providing feedback for the development of employees. These evaluations do not consider race or gender and are focused on performance tied to defined evaluation categories. During future promotional opportunities a review of an employee's personnel file and recent performance evaluations will be conducted.

## **Retention and Inclusion**

What data collection procedures/tools have you implemented to track the turnover rate for protected groups?

Employees participate in an exit interview where each is asked a consistent set of questions. The employees' responses are reviewed by command staff. Policy changes are sometimes made based on the information received.

What does the data show regarding turnover rates of protected groups compared to your office's general population?

We have not seen any differences. Most employees separate employment with service retirement or industrial disability retirement. Some voluntarily resign to work for other law enforcement agencies or County Offices that offer a higher salary. Protected groups are consistent with non-protected groups.

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them?

Recruitment continues on a downward trend for peace officers statewide. Many agencies feel that the leading factors are the bad political climate for law enforcement agencies and the decline in public support. However, as a result of the changes made in our recruitment strategies, we have been successful in filling many of our vacancies and we continue to make progress.

What steps has the office taken to ensure lactation accommodations for all its employees?

Lactation stations are established in the Public Safety Building and Jail.

What is the Office's practice when an employee requests an accommodation?

HR Analyst invites the employee and engages in the interactive process to discuss accommodation options.

Does the office conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect

information regarding reasons for separation?

Yes. The organization does complete exit interviews. The information is reviewed by Human Resources personnel and executive staff. Information mined during the interviews is utilized to conduct review of practices and evaluate policy change as needed.

What has been the greatest success/es regarding inclusiveness in your Office?

The office enjoys a highly diverse applicant pool for entry-level jobs. As the diversity in the line live position remains high, it increases the diversify of the candidate pool for supervisory and management positions.

What opportunities for improvement have you found, and how will you address them?

Although we have experienced and increase in female applicants and in the number of females being hired, the organization will continue its efforts to recruit female applicants for sworn positions. We will continue working with Human Resources to develop focused efforts to increase our female sworn applicant pool.

## Section 7

### Accomplishments and Resource Needs

Please highlight your office's successes in achieving a diverse workforce in this section. Describe your office's assessment of resource needs from the Civil Rights Office. Please share any suggestions and recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group.

Please include your office's current compliance rates with the required training from the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

<b>Harassment &amp; Discrimination Prevention Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	64	61	95.31%
Employees (non-supervisor/non-manager)	374	355	94.92%
<b>Totals</b>	438	416	

<b>Civil Rights Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	64	58	90.63%
Employees (non-supervisor/non-manager)	374	247	66.04%
<b>Totals</b>	438	305	

## **Section 8**

### **Follow-Up Requested by the Commission**

Please discuss any follow-up requested by the Commission during past years' presentations on the departmental Equal Opportunity Plan in this section. Follow-up may occur via action, memorandum, or additional presentation to the Commission.

## Section 9

## Title VI of the Civil Rights Act Implementation\*

	<b>Requirement</b>	<b>Implementation Notes (explain how your office fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)</b>	<b>Completed (Y/N)</b>	<b>Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)</b>
<b>General</b>	Title VI notice at public counters		Yes	Completed during prior administration.
	Internal process to forward discrimination complaints to Civil Rights Office		Yes	Completed during prior administration.
	Nonstandard contracts include a nondiscrimination clause		Yes	Completed during prior administration.
	Data is collected on the ethnicity and language of the people served	Data is collected for contacts requiring reports.	Yes	Completed during prior administration.
<b>Language Access</b>	Office language assessment completed		Yes	Completed during prior administration.
	Vital documents translated into Spanish	Will be completed as part of our newly branded website.	No	12/31/24
	Website -- minimize PDFs. When using PDFs, include a Spanish version	Will be completed as part of our newly branded website.	No	12/31/24
	Procedures and budget for the use of interpretation and translation services		Yes	Completed during prior administration.

	Communication services for people who are deaf or hard of hearing			
	Public voicemails in English and Spanish		Yes	Completed during prior administration.
	Public counters: language charts available		Yes	Completed during prior administration.
	Public counters: all signage in English and Spanish		Yes	Completed as a result of the 2023 EOP
	Public counters: procedures to have bilingual staff available		Yes	Completed during prior administration.
<b>Community Engagement</b>	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		Yes	Completed during prior administration.
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process		Yes	Completed during prior administration.
	Considerations taken to ensure equitable engagement		Yes	Completed during prior administration.



	Key community engagement contacts established		Yes	Completed during prior administration.
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\* The County's [Title VI of the Civil Rights Act Implementation Plan](#) includes a general overview of how the County of Monterey will comply with requirements pertaining to Title VI of the Civil Right Act of 1964. Learn about the County's Title VI Plan by following the link.