

# EEO Utilization Report

## Organization Information

Name: TOWN OF CAROLINA BEACH

City: Carolina Beach

State: NC

Zip: 28428

Type: County/Municipal Law Enforcement

## Section 1: EEO Policy Statement

### Policy Statement:

#### 1.0 POLICY

It shall be a policy of the Town of Carolina Beach to hire and promote the best qualified individuals available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, pregnancy, childbirth or related medical conditions, genetic information, or any other non-job related factor, except when certain physical and mental requirements are Bona-fide Occupational Qualifications (BFOQ).

## **Section 5: Narrative Interpretation of Data**

In reviewing the Utilization Analysis Chart, the Human Resources Department of the Town of Carolina Beach made the following observations:

There is an underutilization of Black males in Protective Services: Sworn compared to the labor market as a whole. It should be noted that the demographics of Carolina Beach do not match those of the greater Wilmington area. According to the 2020 Census, Wilmington is 16.31% Black while Carolina Beach is only 0.81% Black.

There is also an underutilization of White females in Service/Maintenance positions. It should be noted that the Town outsources most work in these categories to outside vendors. The 10 positions in this category that the Town does employ are all outdoor labor positions that do not typically attract female applicants.

In keeping with the Town's commitment to a diverse workforce, the Town will examine its recruitment practices to see if there may be ways to attract more Black males and White females to the above mentioned job categories.

## **Section 6: Objectives and Steps**

### **1. Identify challenges and barriers to recruitment and retention for black males in entry-level Police roles**

- a. Town Human Resources will meet with Black recruits to learn how they discovered the opportunity to become an officer. The Department will also inquire as to whether anything in the recruitment process might be changed to encourage more black males to apply. Based on their feedback, the Department will reexamine its recruitment process prior to its next recruitment cycle.
- b. Town Human Resources will review comments from the exit interviews of former Black male Police officers. Based on this information, the Department will review whether its employment policies affect the recruitment and retention of Black employees.

### **2. Identify challenges and barriers to recruitment and retention for white females in service/maintenance roles**

- a. Human Resources will meet with white female employees in similar roles to discuss the hiring and onboarding process. The Department will inquire about whether anything in these processes created a barrier to entry for white women. Based on feedback, the department will reexamine the recruitment process for these roles.

## **Section 7: Dissemination Strategy: Internal**

The Human Resources Department will publish the report on the Town's shared drive for all employees to access. A physical copy of the report will be added to the materials displayed in the employee breakroom.

## **Section 7: Dissemination Strategy: External**

A copy of the report will be posted to the Human Resources page on the Town website, beside the Equal Opportunity Employer statement.

**Utilization Analysis Chart**  
**Relevant Labor Market: New Hanover County**  
**, North Carolina**

| 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/Other | White      | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian  | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| <b>Officials/Administrators</b>       |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 7/64%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 4/36%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 8,705/52% | 265/2%             | 450/3%                    | 15/0%                            | 60/0%  | 10/0%                                     | 115/1%                  | 6,365/38%  | 240/1%             | 380/2%                    | 15/0%                            | 40/0%  | 0/0%                                      | 40/0%                   |
| Utilization #/%                       | 12%       | -2%                | -3%                       | -0%                              | -0%    | -0%                                       | -1%                     | -2%        | -1%                | -2%                       | -0%                              | -0%    | 0%  | -0%                     |
| <b>Professionals</b>                  |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 5/45%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 6/55%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 8,690/34% | 300/1%             | 785/3%                    | 80/0%                            | 345/1% | 4/0%                                      | 120/0%                  | 12,775/50% | 620/2%             | 945/4%                    | 10/0%                            | 470/2% | 0/0%                                      | 400/2%                  |
| Utilization #/%                       | 11%       | -1%                | -3%                       | -0%                              | -1%    | -0%                                       | -0%                     | 5%         | -2%                | -4%                       | -0%                              | -2%    | 0%  | -2%                     |
| <b>Technicians</b>                    |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 10/62%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 6/38%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 3,555/40% | 190/2%             | 480/5%                    | 10/0%                            | 65/1%  | 0/0%                                      | 130/1%                  | 3,240/36%  | 85/1%              | 950/11%                   | 4/0%                             | 120/1% | 0/0%                                      | 125/1%                  |
| Utilization #/%                       | 23%       | -2%                | -5%                       | -0%                              | -1%    | 0%  | -1%                     | 1%         | -1%                | -11%                      | -0%                              | -1%    | 0%  | -1%                     |
| <b>Protective Services:</b>           |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| <b>Sworn</b>                          |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 28/85%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 5/15%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 1,190/61% | 110/6%             | 375/19%                   | 0/0%                             | 0/0%   | 0/0%                                      | 30/2%                   | 145/7%     | 25/1%              | 65/3%                     | 0/0%                             | 15/1%  | 0/0%                                      | 4/0%                    |
| Utilization #/%                       | 24%       | -6%                | -19%                      | 0%                               | 0%     | 0%  | -2%                     | 8%         | -1%                | -3%                       | 0%                               | -1%    | 0%  | -0%                     |
| <b>Protective Services: Non-Sworn</b> |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 35/88%    | 0/0%               | 1/2%                      | 1/2%                             | 0/0%   | 0/0%                                      | 1/2%                    | 2/5%       | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 55/87%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 10/13%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| Utilization #/%                       | 1%        | 0%                 | 2%                        | 2%                               | 0%     | 0%  | 2%                      | -8%        | 0%                 | 0%                        | 0%                               | 0%     | 0%  | 0%                      |
| <b>Administrative Support</b>         |           |                    |                           |                                  |        |   |                         |            |                    |                           |                                  |        |   |                         |
| Workforce #/%                         | 6/35%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 9/53%      | 0/0%               | 2/12%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                               | 9,440/31% | 130/0%             | 860/3%                    | 35/0%                            | 95/0%  | 0/0%                                      | 175/1%                  | 16,440/54% | 385/1%             | 2,515/8%                  | 45/0%                            | 90/0%  | 40/0%                                     | 270/1%                  |

| 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/Other | White     | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian  | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| Utilization #/%            | 4%         | -0%                | -3%                       | -0%                              | -0%    | 0%  | -1%                     | -1%       | -1%                | 4%                        | -0%                              | -0%    | -0%                                       | -1%                     |
| <b>Skilled Craft</b>       |            |                    |                           |                                  |        |   |                         |           |                    |                           |                                  |        |   |                         |
| Workforce #/%              | 11/73%     | 0/0%               | 3/20%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 1/7%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                    | 8,095/74%  | 1,505/14%          | 510/5%                    | 40/0%                            | 4/0%   | 0/0%                                      | 180/2%                  | 3,15/3%   | 110/1%             | 105/1%                    | 0/0%                             | 0/0%   | 0/0%                                      | 20/0%                   |
| Utilization #/%            | -1%        | -14%               | 15%                       | -0%                              | -0%    | 0%  | -2%                     | 4%        | -1%                | -1%                       | 0%                               | 0%     | 0%  | -0%                     |
| <b>Service/Maintenance</b> |            |                    |                           |                                  |        |   |                         |           |                    |                           |                                  |        |   |                         |
| Workforce #/%              | 6/67%      | 0/0%               | 2/22%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%      | 0/0%               | 1/11%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%                    |
| CLS #/%                    | 11,475/37% | 1,515/5%           | 2,905/9%                  | 4/0%                             | 125/0% | 15/0%                                     | 330/1%                  | 9,660/31% | 1,080/3%           | 3,375/11%                 | 70/0%                            | 190/1% | 15/0%                                     | 390/1%                  |
| Utilization #/%            | 30%        | -5%                | 13%                       | -0%                              | -0%    | -0%                                       | -1%                     | -31%      | -3%                | 0%                        | -0%                              | -1%    | -0%                                       | -1%                     |

### 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/Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| Protective Services:<br>Sworn |       |                    | ✓                         |                                  |       |   |                         |       |                    |                           |                                  |       |   |                         |
| Service/Maintenance           |       |                    |                           |                                  |       |   |                         | ✓     |                    |                           |                                  |       |   |                         |

### 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/Other | White  | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |
| <b>Police Chief</b>                                   |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| 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%                    |
| <b>Police Captain</b>                                 |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| 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%                    |
| <b>Police Lieutenant</b>                              |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| 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%                    |
| <b>Police Sergeant</b>                                |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| Workforce #/%   | 4/80%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%                    | 1/20%  | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%                    |
| <b>Detective</b>                                      |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| Workforce #/%   | 5/100% | 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%                    |
| <b>Property and Evidence Manager</b>                  |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| 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%                    |
| <b>Police Officer II / Corporal</b>                   |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| Workforce #/%   | 4/100% | 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%                    |
| <b>Beach Patrol Ranger</b>                            |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| 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%                    |
| <b>Protective Services:<br/>Sworn-Patrol Officers</b> |        |                    |                           |                                  |       |   |                         |        |                    |                           |                                  |       |   |                         |
| Workforce #/%   | 10/77% | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%                    | 3/23%  | 0/0%               | 0/0%                      | 0/0%                             | 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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Jelly Brooks / Human Resources Director 8/22/24  
[signature] [title] [date]