

**DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF CRIMINAL JUSTICE PROGRAMS
CIVIL RIGHTS COMPLIANCE ATTESTATION**

AGENCY: Rutherford County Government	
DATE: 2/28/2017	CONTRACT(S): 26694 and 26707
PERSON COMPLETING THE FORM: Sonya Stephenson	TITLE: HR Director

INSTRUCTIONS: Answer the questions below related to compliance with all civil rights statutes and laws.

- Complete all items on the form. Those items which do not apply to the grant should be marked NA.
- Civil Rights compliance relates to the entire agency not just the funded program/project.
- Sign the form and return by email to Lee Ann Smith, OCJP Assistant Director; Monitoring Lee.Ann.Smith@tn.gov

I. POLICIES AND PROCEDURES			
<i>Compliance Requirement</i>			
	Yes	No	NA
1. The agency has developed an Affirmative Action Plan or Equal Employment Opportunity Plan (EEOP).	X		
2. Has the EEOP plan been submitted to the Office for Civil Rights, U.S. Department of Justice? <i>(Only if required)</i>			X
3. The agency has completed and submitted an EEOP Certification form to the Office of Justice Programs, Office for Civil Rights for each grant. <i>(Required by all.) Go to: http://ojp.gov/about/ocr/eeop.htm</i>	X		
4. The agency has completed an ADA Self-Evaluation? <i>[Agencies are advised to regularly evaluate programs, activities and services for ADA compliance.] (http://www.ada.gov/2010_regs.htm)</i>	X		
5. Has the agency completed any assurances or Title VI Self-Evaluations?	X		
6. Notices of non-discrimination, including all applicable civil rights laws, are posted in conspicuous places available to employees and applicants?	X		
7. Are agency policies and procedures relevant to Civil Rights available for review including how to file a complaint?	X		

II. TRAINING AND STAFF RESPONSIBILITIES			
<i>Compliance Requirement</i>			
	Yes	No	NA
7. Does the agency provide and document training to staff on non-discriminatory issues and Title VI compliance? Date of most recent training: 2/16/17	X		
8. The <u>project director</u> has completed the OCJP Title VI training or an approved equivalent. Date of most recent training: 6/16/16	X		
9. Have there been any complaints of discrimination against the agency in the last 12 months?		X	

II. TRAINING AND STAFF RESPONSIBILITIES

10. Have there been any findings of discrimination against the agency issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex in the last 12 months?		X	
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III. LEP AND AGENCY PRACTICES

<i>Compliance Requirement</i>	Yes	No	NA
12. Does the agency have a documented process in place to ensure that LEP clients are provided meaningful access to services?	X		
13. Does the agency has a process in place for reaching out to the LEP community?	X		
14. If the agency conducts religious activities as part of its programs or services, does the agency do the following: <u>yes</u> Provide services to everyone regardless of religion or religious belief. <u>yes</u> Ensure that it does not use federal funds to conduct inherently religious activities, such as worship, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally funded activities. <u>yes</u> Ensure that participation in religious activities is voluntary for beneficiaries of federally funded programs.	X		
15. If the agency operates an education program or activity, has the agency taken the following actions: <u>yes</u> Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex. <u>yes</u> Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54. <u>yes</u> Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities.	X		
16. If the subrecipient receives \$25,000 or more in federal financial assistance from DOJ <i>and</i> has fifty or more employees, has the subrecipient taken the following actions: <u>yes</u> Designated a responsible employee to coordinate compliance with Section 504 (28 C.F.R. § 42.505(d)), <u>yes</u> Adopted grievance procedures (<i>id.</i> § 42.505(e)), and <u>yes</u> Notified participants, beneficiaries, applicants, employees, and unions or professional organizations with collective bargaining agreements with the subrecipient, that it does not discriminate, either in employment or in the delivery of services or benefits, based on disability (<i>id.</i> § 42.505 (f)).	X		

III. LEP AND AGENCY PRACTICES

I certify the above information is correct to the best of my knowledge.

Signature: 

Title: 2/28/17

EEO Utilization Report

Organization Information

Rutherford County
Domestic Violence
Murfreesboro, TN 37130

Step 1: Introductory Information

Policy Statement:

It is the policy of Rutherford County to ensure that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, age, disability, or national origin.

Following File has been uploaded:TITLEviPolicy_1209.pdf

Step 4b: Narrative of Interpretation

After reviewing the trends for the Rutherford County Domestic Violence Court, it appears as though the largest population underutilized are white males. However, according to the most recent State of Tennessee analysis, females are three times, or 71.8%, as likely to be victimized than males. The report also states that 99% of the victims were identified as 57% white and 42% black. Therefore, Rutherford County's employee population adequately reflects the trends of our current victims.

Step 5: Objectives and Steps

1. Rutherford County has an underutilization of 56% for white males in the officials capacity. However, the county only has one official position. We hired the employee who applied that best met the needs of the position. Additionally, we are underutilizing white males in the professionals and technicians roles. In the past, we have had white males in the professional role; however, the state assigns the Assistant District Attorneys and we do not have control on this assignment. However, we will suggest the importance to the state of having a white male ADA in the future. Last, we do not have sworn, non-sworn, administrative support, skilled craft, or service positions within our current structure. If we add future positions, we will review the demographics again to ensure we have employees who adequately reflect our demographics in population and services.

- a. 1. Work with the State District Attorney's office on future placements of a white male ADA.
2. Review demographics to ensure future hires reflect the population and service recipients.

Step 6: Internal Dissemination

Rutherford County will electronically distribute the EEO Utilization Report to the Sheriff and Domestic Violence Coordinator, and Grant Coordinator.

Step 7: External Dissemination

Rutherford County will post a copy of the EEO Utilization Report on our Sheriff's Office and Domestic Violence website.

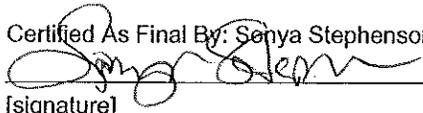
Utilization Analysis Chart
Relevant Labor Market: Rutherford County, Tennessee

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
Officials/Administrators																
Workforce #/%	0/0%	0/0%	0/0%	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%
CLS #/%	6,080/56%	70/1%	400/4%	15/0%	260/2%	0/0%	60/1%	20/0%	3,315/31%	94/1%	390/4%	0/0%	110/1%	0/0%	0/0%	30/0%
Utilization #/%	-58%	-1%	-4%	-0%	-2%	0%	-1%	-0%	-31%	-1%	96%	0%	-1%	0%	0%	-0%
Professionals																
Workforce #/%	0/0%	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%	0/0%
CLS #/%	5,350/33%	240/1%	520/3%	15/0%	255/2%	0/0%	70/0%	45/0%	8,100/50%	245/2%	940/6%	4/0%	225/1%	0/0%	35/0%	35/0%
Utilization #/%	-33%	-1%	-3%	-0%	-2%	0%	-0%	-0%	50%	-2%	-6%	-0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,115/35%	75/2%	125/4%	0/0%	85/3%	0/0%	10/0%	0/0%	1,535/48%	20/1%	200/6%	0/0%	25/1%	0/0%	35/1%	0/0%
Utilization #/%	-35%	-2%	-4%	0%	-3%	0%	-0%	0%	19%	-1%	27%	0%	-1%	0%	-1%	0%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,170/64%	30/2%	180/10%	0/0%	35/2%	0/0%	30/2%	0/0%	325/18%	0/0%	65/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	15/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,815/31%	280/1%	1,225/4%	15/0%	250/1%	0/0%	69/0%	30/0%	14,725/52%	455/2%	1,965/77%	70/0%	295/1%	0/0%	165/1%	0/0%

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 #/%	%								%							
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
C-S #/%	8,400/75%	1,305/12%	490/4%	0/0%	295/3%	0/0%	70/1%	0/0%	405/4%	55/0%	65/1%	0/0%	80/1%	0/0%	15/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
C-S #/%	15,070/44%	2,140/8%	3,580/10%	0/0%	695/2%	30/0%	149/0%	10/0%	8,445/25%	1,270/4%	1,995/6%	20/0%	665/2%	0/0%	20/0%	15/0%
Utilization #/%																

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.

Certified As Final By: Sonya Stephenson	HR Director	03-05-2017
		
_____	_____	_____
[signature]	[title]	[date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Rutherford County Government		
Address:	1 Public Square, STE 101, Murfreesboro, TN, 37130		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:	064367980	Vendor Number (only if direct recipient):	
Name of Contact Person:	Monique Tillage	Title of Contact Person:	Domestic Violence Court Coord
Telephone Number:	615-494-9710	E-Mail Address:	sstephenson@rutherfordcountyttn.gov
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Sonya Stephenson** (*authorized official*), acknowledge that **Rutherford County Government** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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 Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Rutherford County Government** (*organizatoin*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Sonya Stephenson, HR Director

Sonya Stephenson

3/5/2017

Print or Type Name and Title

Signature

Date

