

**SOUTH DAKOTA  
DEPARTMENT OF  
PUBLIC SAFETY**

**AFFIRMATIVE ACTION  
PLAN**

**FISCAL YEAR 2023  
July 1, 2022 - June 30, 2023**

## **Affirmative Action Plan - Fiscal Year 2023**

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## 1. Equal Employment Opportunity Policy


This is to affirm the South Dakota Department of Public Safety (DPS) policy for providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of federal, state and local governing bodies or agencies.

DPS will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex (including pregnancy), disability, genetic information, age (40 years or older), marital status or any other legally protected status or characteristic.

DPS will take affirmative action to ensure all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. DPS will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action. DPS fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

DPS will make sure any employee of this organization, or subcontractor to this employer, who does not comply with the Equal Employment Opportunity policies and procedures as set forth in this statement and plan will be subject to disciplinary action.

DPS appointed our Human Resource Manager to manage the Equal Employment Opportunity program. The position's responsibilities include monitoring the Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action program, as required by federal, state and local agencies. The Secretary of DPS will review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Bureau of Human Resources and Administration, Human Resource Manager 500 East Capitol Avenue, Pierre, SD 57501 or call (605) 773-6363.

  
\_\_\_\_\_  
Robert Perry, Secretary  
South Dakota Department Public Safety

  
\_\_\_\_\_  
Date

## **2. Background/Status**

The state of South Dakota, Department of Public Safety (DPS), is committed to the concept and practice of equal employment opportunity in all aspects of employment. DPS has prepared this written Affirmative Action Plan (AAP) on a strictly voluntary basis. This plan is not to be construed as a contract between the state and its employees.

Further, in the preparation of this AAP, the use of the term under-utilization should not be construed as an admission by DPS, in whole or in part, that in fact either minorities or women have been or are presently being underutilized or discriminated against in any way by the state in violation of federal or state fair employment practice laws. Further, notice contained in this AAP or its supporting data should not be construed as an admission by DPS, in whole or in part, that it has violated either federal or state fair employment practice laws.

In developing and implementing this AAP, DPS has been guided by its established policy of providing equal employment opportunity. Any goals, which DPS may establish, are not intended as rigid, inflexible quotas which must be met, but rather as targets reasonably attainable by applying a good faith effort in implementing this AAP. The use of goals and timetables developed by DPS according to this AAP is not intended, nor is the effect of these goals and timetables intended, to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she, or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves. In addition, nothing in this plan is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission.

## **3. Overall Status of the EEO Program**

For the current reporting period there are 475 full and part time employees in the Department of Public Safety. There have been no major changes in personnel policies. All department personnel functions are handled directly by the Bureau of Human Resources and Administration (BHRA), a government wide agency, which has assigned a Human Resource Manager and one Human Resource Specialist. The State of South Dakota has a centralized human resource function. All applications for civil service positions are received by BHRA and the certification of eligible applicants is sent to DPS. Recruiting efforts are carried out by both DPS and BHRA. The Human Resource Manager reviews applicant certification lists and hiring practices of all supervisors and if any areas of concern are noted, the Human Resource Manager will address those concerns with management and the supervisor. DPS will continue its efforts of increased awareness and working with the BHRA to maximize potential minority hiring sources whenever possible. DPS continues to evaluate and utilize data gathered from the voluntary reporting section of the application form. All statistical information, including the employment data for this plan are generated using the State of South Dakota Human Resource Information System (HRIS) maintained by BHRA. There were no complaints of discrimination filed during this reporting period.

#### 4. Department of Public Safety Work Force (Full and Part-time)

**PRESENT IN DEPARTMENT**

Job Category	Total	Male:						Female:					
		Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race	Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race
Officials/Administrators	22	14	0	0	0	0	0	8	0	0	0	0	0
		63.6%	0.0%	0.0%	0.0%	0.0%	0.0%	36.4%	0.0%	0.0%	0.0%	0.0%	0.0%
Professional	70	32	0	0	0	0	0	32	0	3	1	1	1
		45.7%	0.0%	0.0%	0.0%	0.0%	0.0%	45.7%	0.0%	4.3%	1.4%	1.4%	1.4%
Technicians	71	49	1	1	0	0	0	19	0	0	0	0	1
		69.0%	1.4%	1.4%	0.0%	0.0%	0.0%	26.8%	0.0%	0.0%	0.0%	0.0%	1.4%
Protective Service Workers	192	164	3	3	0	5	2	15	0	0	0	0	0
		85.4%	1.6%	1.6%	0.0%	2.6%	1.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	107	22	0	0	0	2	0	72	3	2	0	5	1
		20.6%	0.0%	0.0%	0.0%	1.9%	0.0%	67.3%	2.8%	1.9%	0.0%	4.7%	0.9%
Skilled Craft	2	2	0	0	0	0	0	0	0	0	0	0	0
		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	11	8	0	0	0	1	1	1	0	0	0	0	0
		72.7%	0.0%	0.0%	0.0%	9.1%	9.1%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>475</b>	<b>291</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>147</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>3</b>
		61.3%	0.8%	0.8%	0.0%	1.7%	0.6%	30.9%	0.6%	1.1%	0.2%	1.3%	0.6%

This information comes from the voluntary reporting section of the personnel action form which is completed by the employee at the time of hire.

The State of South Dakota allows employees to check one ethnic category; therefore no data is available for "Other Race" which represents combinations of the various ethnic groups.

Note: Estimates may not add to the total due to rounding.

## 5. State Labor Statistics

PRESENT IN SOUTH DAKOTA LABOR MARKET													
Job Category	Total	Male:						Female:					
		Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race	Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race
Officials/Administrators	63,308	38,310	150	510	155	1,099	485	20,710	115	410	140	894	330
		60.5%	0.2%	0.8%	0.2%	1.7%	0.8%	32.7%	0.2%	0.6%	0.2%	1.4%	0.5%
Professional	76,898	25,950	390	655	925	879	295	44,035	250	840	690	1,519	470
		33.7%	0.5%	0.9%	1.2%	1.1%	0.4%	57.3%	0.3%	1.1%	0.9%	2.0%	0.6%
Technicians	37,760	18,005	650	935	485	410	245	14,910	385	595	340	480	320
		47.7%	1.7%	2.5%	1.3%	1.1%	0.6%	39.5%	1.0%	1.6%	0.9%	1.3%	0.8%
Protective Service Workers	6,663	4,095	95	310	15	455	120	1,365	4	35	4	120	45
		61.5%	1.4%	4.7%	0.2%	6.8%	1.8%	20.5%	0.1%	0.5%	0.1%	1.8%	0.7%
Administrative Support	100,285	31,800	695	1,125	290	770	680	57,710	690	1,385	675	3,175	1,290
		31.7%	0.7%	1.1%	0.3%	0.8%	0.7%	57.5%	0.7%	1.4%	0.7%	3.2%	1.3%
Skilled Craft	36,865	30,230	325	1,405	205	1,280	650	2,385	95	55	40	165	30
		82.0%	0.9%	3.8%	0.6%	3.5%	1.8%	6.5%	0.3%	0.1%	0.1%	0.4%	0.1%
Service/Maintenance	114,279	53,370	1,920	3,795	1,215	3,959	1,345	39,675	1,145	2,000	1,260	3,410	1,185
		46.7%	1.7%	3.3%	1.1%	3.5%	1.2%	34.7%	1.0%	1.8%	1.1%	3.0%	1.0%
Total	436,058	201,760	4,225	8,735	3,290	8,852	3,820	180,790	2,684	5,320	3,149	9,763	3,670
		46.3%	1.0%	2.0%	0.8%	2.0%	0.9%	41.5%	0.6%	1.2%	0.7%	2.2%	0.8%

Source: U.S. Census Bureau, 2014-2018 American Community Survey

## 5. Utilization Analysis

Utilization Analysis													
Job Category	Total	Male:						Female:					
		Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race	Caucasian	African American	Hispanic	Asian or Pacific Islander	American Indian/ Alaskan Native	Other Race
Officials/Administrators	Dept	63.6%	0.0%	0.0%	0.0%	0.0%	0.0%	36.4%	0.0%	0.0%	0.0%	0.0%	0.0%
	Workforce	60.5%	0.2%	0.8%	0.2%	1.7%	0.8%	32.7%	0.2%	0.6%	0.2%	1.4%	0.5%
	Utilization	3.1%	-0.2%	-0.8%	-0.2%	-1.7%	-0.8%	3.7%	-0.2%	-0.6%	-0.2%	-1.4%	-0.5%
Professional	Dept	45.7%	0.0%	0.0%	0.0%	0.0%	0.0%	45.7%	0.0%	4.3%	1.4%	1.4%	1.4%
	Workforce	33.7%	0.5%	0.9%	1.2%	1.1%	0.4%	57.3%	0.3%	1.1%	0.9%	2.0%	0.6%
	Utilization	12.0%	-0.5%	-0.9%	-1.2%	-1.1%	-0.4%	-11.6%	-0.3%	3.2%	0.5%	-0.6%	0.8%
Technicians	Dept	69.0%	1.4%	1.4%	0.0%	0.0%	0.0%	26.8%	0.0%	0.0%	0.0%	0.0%	1.4%
	Workforce	47.7%	1.7%	2.5%	1.3%	1.1%	0.6%	39.5%	1.0%	1.6%	0.9%	1.3%	0.8%
	Utilization	21.3%	-0.3%	-1.1%	-1.3%	-1.1%	-0.6%	-12.7%	-1.0%	-1.6%	-0.9%	-1.3%	0.6%
Protective Service Workers	Dept	85.4%	1.6%	1.6%	0.0%	2.6%	1.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
	Workforce	61.5%	1.4%	4.7%	0.2%	6.8%	1.8%	20.5%	0.1%	0.5%	0.1%	1.8%	0.7%
	Utilization	23.9%	0.2%	-3.1%	-0.2%	-4.2%	-0.8%	-12.7%	-0.1%	-0.5%	-0.1%	-1.8%	-0.7%
Administrative Support	Dept	20.6%	0.0%	0.0%	0.0%	1.9%	0.0%	67.3%	2.8%	1.9%	0.0%	4.7%	0.9%
	Workforce	31.7%	0.7%	1.1%	0.3%	0.8%	0.7%	57.5%	0.7%	1.4%	0.7%	3.2%	1.3%
	Utilization	-11.1%	-0.7%	-1.1%	-0.3%	1.1%	-0.7%	9.8%	2.1%	0.5%	-0.7%	1.5%	-0.4%
Skilled Craft	Dept	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Workforce	82.0%	0.9%	3.8%	0.6%	3.5%	1.8%	6.5%	0.3%	0.1%	0.1%	0.4%	0.1%
	Utilization	18.0%	-0.9%	-3.8%	-0.6%	-3.5%	-1.8%	-6.5%	-0.3%	-0.1%	-0.1%	-0.4%	-0.1%
Service/Maintenance	Dept	72.7%	0.0%	0.0%	0.0%	9.1%	9.1%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%
	Workforce	46.7%	1.7%	3.3%	1.1%	3.5%	1.2%	34.7%	1.0%	1.8%	1.1%	3.0%	1.0%
	Utilization	26.0%	-1.7%	-3.3%	-1.1%	5.6%	7.9%	-25.6%	-1.0%	-1.8%	-1.1%	-3.0%	-1.0%
Total	Dept	61.3%	0.8%	0.8%	0.0%	1.7%	0.6%	30.9%	0.6%	1.1%	0.2%	1.3%	0.6%
	Workforce	46.3%	1.0%	2.0%	0.8%	2.0%	0.9%	41.5%	0.6%	1.2%	0.7%	2.2%	0.8%
	Utilization	15.0%	-0.2%	-1.2%	-0.8%	-0.3%	-0.3%	-10.6%	0.0%	-0.1%	-0.5%	-0.9%	-0.2%

## **6a. Utilization Analysis (Narrative)**

The areas of under-representation outlined in the utilization analysis indicate comparison to the workforce availability in the State of South Dakota. The Department of Public Safety (DPS) employs 475 individuals in 60 communities throughout the State. Since some of these communities are sparsely populated, the community workforce may differ significantly from the State of South Dakota workforce and may present an obstacle in achieving utilization.

Of 475 individuals currently employed by DPS, 22 (4.6%) are Officials/Managers; 70 (14.7%) are Professional positions; 71 (14.9%) are Technicians; 192 (40.4%) are Protective Service Workers; 107 (22.5%) are Administrative Support; 2 (.4%) are Skilled Craft Workers; and 11 (2.3%) are Service/Maintenance. With the limited number of Officials/Managers, Skilled Craft Workers and Service Maintenance positions, it is difficult (in some cases not possible) to utilize the State's workforce representation for each job category.

African Americans, Hispanics, Asians, American Indians and Other Races combined comprise 12.3% of South Dakota's workforce, as compared to the Department's 7.8%. The Department of Public Safety would welcome the opportunity to increase its utilization of African Americans, Hispanics, Asians, American Indians and Other Races, both males and females.



## **7. Objectives**

The Department of Public Safety (DPS) is committed to creating a workforce at all levels of employment which represents the community it serves. Because African Americans, Hispanics, Asians, American Indians and Other Races are underrepresented in most job categories in DPS, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure these groups receive equal opportunity to secure employment. DPS will attempt to identify and utilize new resources for attracting and recruiting ethnic minorities and females for these positions.

DPS will continue to reevaluate our promotional and recruitment practices to ensure minorities and women receive equal opportunity to secure employment. In addition, DPS will attempt to attract and recruit qualified minorities and women for all positions. The Bureau of Human Resources and Administration (BHRA) is working on extending the level of recruitment to various entities throughout South Dakota and DPS will continue its efforts of increased awareness and working with the BHRA to maximize potential minority hiring sources whenever possible.

## **8. Strategies to Achieve Objectives**

- All recruiting literature shall prominently display “Equal Employment Opportunity”.
- Photographs and text included in recruitment literature shall imply equality between sexes and minority groups in all categories of work.
- BHRA will ensure each current employee has access to state job announcements, including department promotional announcements.
- BHRA will ensure local job office representatives throughout the entire state are educated on our application system to assist potential applicants in applying to positions.
- DPS and BHRA will continuously work to improve recruitment for all positions, especially in large classes of employees where under-representation is present.
- DPS and BHRA will work with tribal governments, universities and colleges to recruit qualified individuals and ensure diversity in the workplace.
- DPS and BHRA will continue to attend job fairs and careers fairs to recruit applicants.
- BHRA works to assure job classifications do not include factors which may discriminate against any one group or class of persons in favor of another group or class.
- DPS will evaluate job applications on a race-and sex-neutral basis, considering only job-related factors.
- BHRA and DPS will review required knowledge, skills, and abilities to ensure fair and equitable employment opportunities.
- DPS and BHRA will ensure each step of the hiring process will be designed to select the best-qualified person for the position, regardless of race, sex, age, or any other protected characteristics.
- BHRA will ensure all selection instruments including written, performance, or oral tests, willingness questionnaires, personal interviews, application forms, and reference checks are designed to assure equal opportunity. Only job-related criteria shall be used to evaluate applicants.
- DPS provides a fair and equitable method for employees and job applicants to present grievances.
- BHRA and DPS will review information derived from exit questionnaires to improve retention.
- Department supervisors are required to attend training on hire and refresher training which includes legal training on hiring, discipline, discrimination and harassment. This training includes education on EEO State and Federal laws.
- DPS and BHRA will monitor department employment activities to ensure compliance with the state affirmative action plan.

## **9. Dissemination of Affirmative Action Policy and Plan**

To ensure dissemination of these policies, the South Dakota Department of Public Safety (DPS) Equal Employment Opportunity/Affirmative Action (EEO/AA) policy will be disseminated as set forth below:

1. The Affirmative Action policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment throughout our department.
2. All executive, management and supervisory personnel will be furnished a full copy of our Affirmative Action plan.
3. Include the statement “Equal Opportunity Employer” on all advertisements recruiting employees, and on employment applications.
4. Copies of the Affirmative Action plan will be distributed upon request to any interested party.